

NATIONAL SUN YAT-SEN UNIVERSITY

Office of Library and Information Services Regulations of Library

Discussion Room Usage

- I. To facilitate faculty members and students' use of the library's collections for teaching or course discussion, National Sun Yat-sen University's (NSYSU's) Office of Library and Information Service (hereafter referred to as "the Office") has issued the following directions for use of library discussion rooms.
- II. Application criteria: All NSYSU faculty members and students are eligible to apply for teaching or course discussion using the library's collections.
- III. Application method:
 - A. Service or student identifications are required. Register and retrieve the key to the discussion room on the applying day. The discussion rooms may be used up to 4 hours at a time, and the keys must be returned on the same day.
 - B. Reservation: When needed, faculty members may make reservations up to a week in advance.
- IV. Notices:
 - A. The discussion rooms are designed for two or more people for conducting assignment discussions. The research rooms on level four contain information equipment and require a minimum of four applicants.
 - B. The discussion rooms shall not be used as regular classrooms during the semester.
 - C. To ensure equal accessibilities, application extensions are not allowed. A fee of NTD \$5 is charged per hour after the rooms are overdue.
 - D. The keys to discussion rooms shall not be taken out of the library. Return the keys to the circulation counter before leaving. Please do not leave the keys in the book return box.
 - E. The discussion rooms are equipped with tables, chairs, and whiteboards. Users must maintain room settings. Cases of vandalism are subject to liabilities and "Regulations Governing Reader's Violating Behaviors."
 - F. Please mind your volume in the discussion rooms. Eating is prohibited. If discovered, all food will be confiscated on site.
 - G. Please return the tables and chairs to their original positions when leaving the discussion rooms. Erase the whiteboards and leave no wastepaper. Lock the doors after switching off the lights, and return the keys to the circulation counter on level three.
 - H. Immediately report to the circulation counter if the keys are lost. Applicants who

lose the keys will be responsible for paying the full costs for changing locks.

- I. The applicants are responsible for safekeeping of the keys. If the applicants replicate the keys or lend the keys to others, booking rights will be suspended for one year and the applicants will be responsible for paying the full costs for changing locks.