

National Chung Hsing University Library Rules for Reader Discussion Rooms

Approved by the 30th Administrative Meeting on 24 August 2005
Revision approved by the 30th Administrative Meeting on 16 October 2008

Article 1. The National Chung Hsing University Library (hereinafter the “Library”) has put in place discussion rooms and established the National Chung Hsing University Rules for Reader Discussion Rooms (hereinafter these “Rules”) in order to support teaching and provide for academic discussions.

Article 2. All teaching staff, employees and students of the University may file applications to use the discussion rooms by groups of three or more persons (inclusive).

Article 3. The borrower should present an identification badge or a student ID to carry out the borrowing procedure for the current day on the first-floor reception desk of the Library. Each application is limited to one discussion room. The rooms shall be provided in the order of the time of application.

Article 4. Borrowing Rules:

1. Each use of the discussion room shall be limited to three hours. One extension is allowed per day.
2. The borrower of the last period of the day must return the room half an hour before the closing of the Library. The borrower shall clean up and reinstate it the room to original condition after use. Personal property should be removed and the rooms locked immediately. Return procedures shall be completed at the first-floor reception desk of the Library. If the borrower fails to return the room and key at the end of the borrowing period, the Library may remove the property from the room and shall not be responsible for the safekeeping thereof. The borrower’s right shall be suspended for five days.
3. The borrower shall use the discussion rooms arranged by the Library and shall not exchange or transfer the room to any other person. Any violator shall be subject to suspension of right for one month.
4. The borrower shall be responsible for the safekeeping of the key during the borrowing period. If the key is lost, the borrower shall be fully responsible for the relevant cost.
5. Borrowers are strictly prohibited from smoking, eating or drinking, making loud noises or engaging in any improper act in the discussion rooms. The Library will immediately stop any violator’s use of the discussion rooms and suspend the borrowing right for three months.
6. No borrower shall change the lock, nor shall any borrower duplicate any key or transfer the room to any other person. Violators shall be subject to suspension of right for one year.

Article 5. Other Matters:

1. The borrower shall be liable for full compensation if any facility inside the room is damaged.
2. Please do not leave any valuable property inside the discussion room. The Library shall not be liable for any loss.
3. Any borrower taking any book or information from the Library shall carry out the

borrowing procedure. Any book taken without the borrowing procedure shall be confiscated and returned to the shelves.

4. The Library staff may enter into the rooms during the borrowing period to perform inspection and maintenance. The borrower shall not deny such access.

Article 6. These Rules are published and implemented after approval by the Executive Meeting and approval by the Principal. The same shall be applicable to any amendment hereof.