

National Chung Hsing University Library Notes for Booking Individual Research Rooms

Approved by 17th Executive Meeting in 2005

1. If the individual research room is being used by another person, the reader may make a booking. If an application has already been filed, bookings for individual research rooms may be made starting from the day following the date of return.
2. A maximum of 20 bookings are allowed. The applicant should present a service badge or a student ID at the first-floor reception of the Library to process the booking. Each person is limited to one booking. The use will be granted in the order of the time of application.
3. Accepted bookings will be confirmed by email. The applicant should complete the borrowing procedure within 2 days of the reservation period.
4. If the applicant does not cancel the booking and fails to appear at the Library for booking more than 3 times, no booking shall be allowed within the next six months.