

National Chung Hsing University
Guidelines for Management of Common Study Space in the Library

Approved by the 14th Executives' Meeting on 12 August 2010

- I. The National Chung Hsing University Library (hereinafter referred to as the “Library”) has established a “Common Study Space” (hereinafter referred to as the “Space”) in order to promote independent and innovative study trend in the University and provide a multi-functional study space for the faculty, staff and students of the university for independent study and events such as discussion, counseling and assistance with the courses and has also established these National Chung Hsing University Guidelines for Management of Common Study Space in the Library (hereinafter referred to as the “Guidelines”).
- II. Opening Hours:
 - (I) During the semester:
 1. Monday to Friday: 08:30 – 21:30
 2. Saturday and Sunday: 09:30-17:30
 3. Closed on national holidays.
 - (II) The opening hours during summer and winter vacations will be further announced.
 - (III) In case of special circumstances, the Library may change the opening hours after prior announcement.
- III. The use of the Space is limited to the faculty, staff and students of the University.
- IV. The Space may be used for the following purposes:
 - (I) Knowledge Bar: A suitable leisure space is provided for relaxation reading during study.
 - (II) Learning Area: Computer related equipment and resource are provided for digital learning, multimedia editing, information query and report preparation.
 - (III) Discussion Area: Open space is available for discussion.
 - (IV) Reading Area: Soft reading space is provided to students.
 - (V) Study Consultation Room: Provided for events of study consultations.
 - (VI) Presentation Practice Room: Provided for presentation practice within 20 persons or as support for small campus events.
 - (VII) Art Creation Area: Exposition space for art creation.
- V. Users should comply with the following rules:
 - (I) Access to the Space is allowed by swiping of valid ID (such as faculty/staff badge or student card).
 - (II) Equipment may be borrowed from the reception desk by presentation of valid ID (ID card, driver’s license and health insurance card with photo) and must be returned on the same day. The ID will be returned upon return and verification of the equipment.
 - (III) In order to maintain a tidy environment, drinks with lids may be brought into the Knowledge Bar. No food or drink is allowed in any other areas.

- (IV) The books and periodicals in the Space are provided for reading only and may not be brought outside the Space.
 - (V) Users should turn off their mobile phones or set them to silent mode.
 - (VI) Users should carry on discussions in low voices and respect others.
- VI. Computer related equipment and resource in the Learning Area may be used for digital learning, multimedia editing, information consultation and report preparation. The use manner should be in accordance with the following:
- (I) The computers in this area may be used by swiping faculty/staff's badge or student card through the card reader.
 - (II) The computers may be used for 2 hours each time. If required, one extension will be allowed. If there are too many users in this area and there is no idle computer, no extension will be allowed.
 - (III) Any user who leaves the seat for more than 30 minutes will be deemed to have waived their right of use.
 - (IV) The computer related equipment in this area is provided solely for digital learning, multimedia editing, information consultation and report preparation. It is prohibited to engage in illegal online acts.
- VII. Please comply with the following rules in using the Study Consultation Room:
- (I) The Study Consultation Room is used in priority for supporting study assistance events by the Teaching Center of the Teaching Affairs Department. If no such event is arranged, the room will be open to readers based on the situation.
 - (II) Applicants must meet the qualifications for using such space. Applications may be filed when there are 3 or more users (inclusive).
 - (III) Each use shall be limited to 3 hours. If there is no other applicant during the following time, one time of extension will be allowed.
 - (IV) The applicant should file an application by presenting faculty/staff's badge or student card to the reception. The applications will be accepted in the order of receipt. The user of the last time slot should return the space half an hour before the closing time of the space.
 - (V) Upon completion of the use and departure, please remove the personal items and keep the environment tidy.
- VIII. The Presentation Practice Room is provided for presentation practice or as support for small campus events. The use manner should be in accordance with the following:
- (I) Applicants must meet the qualifications for using such space. Applications to use the Presentation Practice Room may be filed when there are 5 or more users (inclusive).
 - (II) Each use shall be limited to 3 hours. If there is no other applicant during the following time, one renewal will be allowed.
 - (III) The applicant should file the application by presenting faculty/staff's badge or student card to the reception. The applications will be accepted in the order of receipt. The user of the last time slot should return the space half an hour before the closing time of the space.
 - (IV) Upon completion of the use and departure, please remove personal items and keep the environment tidy.

- (V) If required for holding any event in the Space, this room may be used in priority.
- IX. The Art Creation Area is provided to teachers and students of the University to publicly display small-size artwork. The use manner should be in accordance with the following:
 - (I) The applicant must meet the qualifications for using such space and must be one of the original authors of the artwork to be displayed.
 - (II) The applicant should complete the application form and send photos of the artwork to the reception by email or submit the application to the reception one week in advance. Upon approval, the exposition may held in the Space free of charge.
 - (III) Each exposition shall be limited to one month. If there is more than one applicant for the same period, applications will be approved in the order of its request.
 - (IV) Upon completion of the exposition, the applicant should return the area back to its original conditions before the closing of the Library on the same day in order to maintain the right of subsequent applicants.
 - (V) The applicant should comply with intellectual property right related legislations. In case of any violation, the applicant shall bear sole legal liability.
- X. Any matter not provided for hereunder shall be handled in accordance with the “National Chung Hsing University Library Reading Rules” and relevant regulations.
- XI. These Guidelines are implemented after approval by the Executives’ Meeting of the Library. The same shall be applicable to any amendment hereof.