

Rules of Booking Group Study Rooms and Individual Study Rooms

with the Office of Library and Information Services

at I-Shou University

Amendments adopted on March 5, 1995 by the University Administration Council in the second semester of the academic year 1994

Adopted by the Library Advisory Committee in June 2009

Amendments to the Regulations ratified and promulgated by the President on April 15, 2013

Amendments to the Rules ratified and promulgated by the President on October 13, 2015

- I. The Rules of Booking Group Study Rooms and Individual Study Rooms with the Office of Library and Information Services at I-Shou University (hereinafter referred to as the “Rules”) are established by the Office of Library and Information Services (hereinafter referred to as the “OLIS”) to facilitate academic research conducted by faculty, students and staff of I-Shou University (hereinafter referred to as the “University”) as well as by short-term visiting research scholars.
- II. Eligibility to book group study rooms and individual study rooms:
 1. Individual study rooms: faculty, doctoral and master’s students of the University as well as short-term visiting research scholars.
 2. 6-person group study rooms: faculty, students and staff of the University; each accommodates 3-6 persons.
 3. 12-person group study rooms: faculty, students and staff of the University; each accommodates 6-12 persons.
- III. Booking procedure and loan periods:
 1. Those who are eligible to book a group study room or individual study room shall make an application on the OLIS’s website, and present a valid faculty/staff/student ID card at the Circulation Desk of the designated branch library for registration on the date of use. Short-term visiting research scholars may book an individual study room by presenting the document or certificate issued by the inviting department or institute. Each qualified applicant can book only one group study room or individual study room at a time.
 2. Loan periods are as follows:

- a. Individual study rooms: one day, five days, one month or one semester.
- b. Group study rooms: two hours or one semester. A one-semester loan period is available only for those in the International College Library and only for the purpose of teaching and research.

Those who have booked for two hours may extend the use for an additional two hours if the room is not booked at the end of the two-hour period.

IV. The opening hours of group study rooms and individual study rooms are the same as those of respective branch libraries, unless changes are otherwise announced in advance for special occasions.

V. Notices about using group study rooms and individual study rooms:

1. Borrowers shall keep and use the room key with care during the loan period, and return the room key to the OLIS when the loan period has expired. In case of loss of the room key or damage to the facilities or other school property in the room during the loan period, the borrower shall be liable for compensation based on the actual cost.
2. Borrowers must not exchange their loan period with another person or transfer it to another person. Violators will be disqualified from the current booking.
3. The volume shall be kept at a low level while talking, and no smoking, eating or drinking is allowed inside. The lights shall be switched off and the desk and chair shall be cleaned up after being used. In case of any improper behavior or violation, the OLIS reserves the right to suspend the borrower from booking for a period of two months if he/she refuses to take the advice.
4. There is a 15-minute grace period for a borrower's coming late, after which the room will become available for booking, and the borrower will be marked absent once. Borrowers who have been marked absent twice in a row will be suspended from borrowing for a period of two months. Borrowers shall keep their personal belongings with them; the OLIS is not responsible for any loss of personal property.
5. If the occasion arises, the OLIS will notify the borrower that it will close or enter the group study room or individual study room.

VI. Any matter not mentioned herein shall be subject to applicable regulations and rules of the University.

VII. The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office of Library and Information Services and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or

terms of these Rules, the Chinese language version shall prevail.