

# Taoyuan Campus Procedures for Discussion Rooms

Passed at the Library Committee Meeting on December 30, 2010

## Article 1

In principle, the Library discussion room is provided for group discussion for more than 5 faculty, staff or students at a time. Individual readers are to please refrain from using these discussion rooms.

## Article 2

Each borrowing session for discussion room is two hours in principle. Readers may borrow the rooms during the hours that the Library is open. If no further reservation is made for the discussion room, readers may extend the borrowing period once. User's borrowing right will be suspended for two weeks for overtime use.

## Article 3

Before using the discussion room, readers are required to apply to the Library Circulation Desk. Then, pick up the key with their employee or student ID card. The ID card will be returned to the user when the key is returned to the Library after use of the room.

## Article 4

Reservations for the discussion room need to be made two days prior to the date of use. Groups that fail to show up within ten minutes of their reserved starting time will forfeit the reservation. Library has the authority to cancel the reservation.

## Article 5

The same group cannot repeatedly register with different names or transfer the right to others. A group may apply only once per day. The Library has the right to suspend any who violate regulations from further use of the area upon discovering any violation.

## Article 6

Please keep voices low when using the discussion room in order not to disturb nearby readers.

#### Article 7

Users are not allowed to carry out activities not related to teaching, academic research or assignment discussion. The Library has the right to cancel or suspend any who violate regulations from further use of the area.

#### Article 8

Users are required to use all equipment and items carefully. Food and beverages are strictly prohibited in this area. Users are required to take all trash away and put the table and chairs back to the original places before leaving. The Library has the right to cancel or suspend any who violate regulations from further use of the area upon discovering any violation, or other inappropriate use.

#### Article 9

To effectively maintain the order and environment of the discussion room, Library staff may enter the area to perform inspections and maintenance while the area is in use.

#### Article 10

The safekeeping of personal belongings is the users' own responsibility. The Library holds no responsibilities for lost articles. Users shall be liable and compensate for any damages caused to the facility inside the discussion room. Such a record will be used as reference for determining future borrowing privileges.

#### Article 11

Upon being passed at the Library Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.