

# Yuan Ze University

## Digital Group Study Rooms Policy

Passed at the 1st Library Committee meeting in Academic Year 2006 dated April 18, 2007  
Amended and passed at the 1<sup>st</sup> Library Committee meeting in Academic Year 2010 dated April 13, 2011  
Amended and passed at the 1st Library Committee meeting in Academic Year 2013 dated December 11, 2013

**Article 1** The Library of Yuan Ze University (hereinafter referred to as the Library) provides Group Study Rooms for collaborative work, group discussion and viewing or listening to Library-owned audio-visual materials to facilitate academic research and study. The policy formulated herein governs the use of these rooms.

### Article 2 Access

#### 2.1 Registration in Person

- 2.1.1 A group of at least 3 members (faculty/staff/students of Yuan Ze University) is eligible to use Group Study Rooms. Any registration will be allowed for subsequent 3-hour time slot and can be renewed once if there is no lineup.
- 2.1.2 Patrons using Group Study Room must deposit a valid ID in person at the Library Circulation Desk.
- 2.1.3 Changes or transfers of using Group Study Room are not permitted. The use and reservation privileges of registration holders will be suspended for one month for the foresaid violation.

#### 2.2 Online Reservation

- 2.2.1 Group Study Rooms are limited to one reservation in a single day, up to 3 reservations within one month. Room reservations may be made up to one month in advance.
- 2.2.2 Patrons booking a Group Study Room must deposit a valid ID in person at the Library Circulation Desk within the 15-minute grace period and the number of group members should meet the minimum 3-member requirement. The reservation privileges of reservation holders who are not present within the grace period will be suspended for one month and all other reservations made by the holders shall be cancelled while under the one-month suspension.

2.2.3 Reservations may be made or called off on-line one hour prior to the scheduled start time.

### **Article 3 Auxiliary**

- 3.1 Group Study Rooms are a shared resource. To ensure equitable access to the group study rooms for all members of the university community, Group Study Rooms are not available for classes or long-term occupancy.
- 3.2 Audio-visual materials viewed or listened to in a group study room are limited to the items with public performance authorization.
- 3.3 Users must check the condition of their reserved room before using the room, as well as leave the room in good condition for the next users.
- 3.4 Users should keep the door closed but unlocked, as well as maintain a moderate noise level.
- 3.5 Users shall be held responsible for any loss or damage of Library materials and equipment in the room during the use period, and may be required to pay full costs of replacement without objection. Users with outstanding fines shall be liable to the suspension of their reserve privileges until the fines are paid off.
- 3.6 If an assigned room is discovered unoccupied by the group, all personal belongings will be removed and placed in the Library Circulation Desk by the Librarian-in-charge.
- 3.7 The Library retains the rights for closing the Group Study Room for unexpected issues.

**Article 4** Failure to follow the rules stated in *Admission to the Library* may result in a library loan privilege suspension according to the *Library Management Regulations*.

**Article 5** The policy stated herein is passed at the Library Committee meeting and shall be promulgated as well as implemented afterwards. The same procedure will be repeated for each revision thereof.

[If any controversy or dispute occurs regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.]