Guidelines Governing Use of the Seat Management System

Revised and approved by the Library Board meeting on December 28, 2023

Article 1

In order to maintain the rights of readers using reading seats, the Library of Soochow University (hereinafter referred to as the Library) has set up the Seat Management System in some of the reading spaces, and these guidelines are hereby established to facilitate the management of the system.

Article 2

In accordance with the "Reading Room Usage Regulations of Soochow University Library", the Reading Room is not open to outside visitors but is available to faculty, staff, students, and alumni of our university who present valid service cards, student ID cards, or alumni cards during opening hours.

Article 3

All users are required to tap their valid cards to access the reading area, and reading seats are limited to one seat per person. Entering or leaving the area without tapping a valid card will be considered unwarranted occupation of a reading seat, and the Library may release the occupant's seat from the Seat Management System and remove any personal items.

Article 4

The Library will conduct inspections from time to time. Personal belongings that occupy otherwise empty seats may be temporarily moved to a designated location, and the Library is not responsible for safekeeping.

If users find that their designated reading seats are not empty after tapping their valid cards, they may remove the items left in the seats and place them in the "Temporary Storage Area for Illegally Occupied Items."

Article 5

After successfully selecting seats through the Seat Management System (the operation procedure is shown in the attachment), users must tap their valid cards and use the seats within 10 minutes. The system will automatically release the seats after 10 minutes.

If users want to leave temporarily, they should tap their valid cards, and their seats will be reserved for an hour. When the time limit is exceeded, the system will automatically release the seats.

When users are no longer going to use their seats, they should tap their valid cards to indicate temporary leaving before using the seat management system or your mobile. The seat will be made available if no valid card is tapped within 4 hours.

Article 6

These guidelines were approved by the Library Board meeting and have been issued for implementation after being endorsed by the university library director. The same process will be followed for any future revisions.

Operation Procedure of the Seat Management System

1. **Seat selection** ◆ Select "Seat Selection" and then tap your card on the card reader located near the screen. ◆Mobile phones can be used for seat selection when on campus.		2. **Tap your card and get seated** ◆ Tap your valid card and be seated within **10 minutes** after your selection.	
3. **Leaving temporarily** ◆ If you want to leave temporarily, tap your card when you leave, and the seat will be reserved for **1 hour**.		4. **Leaving permanently** ◆When you are no longer going to use your seat, **you may tap your card to indicate a temporary leave, before using the Seat management System or your mobile.**	

- Starting a week before and lasting throughout examination week, the reading seats are not open to alumni.

- Seats will be made available if no valid card is tapped within 4 hours.

- Anyone who enters/leaves without tapping a valid card will be considered an unauthorized occupant of a reading seat.