

# **Rules for Using Seminar Rooms at the Soochow University Library**

Approved by the Library Committee on March 23, 2005  
Revised and approved by the Library Committee on October 3, 2011  
Revised and approved by the Library Committee on October 16, 2013

## **Article 1**

Teachers and students of our university may apply to use library seminar rooms for teaching, research, and class discussion purposes in accordance with these regulations (but reserving identical time slots for regular use throughout the semester is not allowed).

## **Article 2**

The number of applicants must be at least three, and each use is limited to four hours, with no option for renewal.

## **Article 3**

Applicants must present their service cards or student ID cards to the Circulation Desk at least ten minutes prior to the scheduled time of use.

## **Article 4**

If applicants reserve seminar rooms but fail to complete the procedure at the Circulation Desk within 10 minutes of the reservation time, they forfeit their right to use the rooms.

If applicants cannot make the scheduled time for any reason, they should inform the Circulation Desk at least ten minutes before the scheduled time to cancel or reschedule. Failure to notify may result in the suspension of their right to use seminar rooms for one month if other readers are affected.

## **Article 5**

Applicants should use seminar rooms during the scheduled time frame, and should not exchange, transfer, or change the reservation time on their own. If any of the aforementioned circumstances occurs, the right to use the rooms will be suspended immediately for one month.

## **Article 6**

When using seminar rooms, please keep the volume down so as to not disturb other readers, and refrain from smoking, eating or drinking, covering the glass, or any other inappropriate behavior. Violators will be suspended from using seminar rooms for three months. When you are ready to leave, you should restore all furniture to their original positions, turn off the lights, close and lock the door, and return the key to the Circulation Desk. Those who return the key to the Circulation Desk more than one hour after the deadline will be suspended from borrowing seminar rooms for one month.

## **Article 7**

If the key is found to be duplicated, forged, or lent to another person, the right to use the room will be immediately suspended for three months and sent to the relevant department for punishment. If applicants lose their key, they will be responsible for the cost of replacing the lock, and their right to use seminar rooms will be suspended for one month.

Article 8

The library will not be held liable for any loss of personal valuables.

Article 9

The opening hours of seminar rooms shall be determined by the library and announced separately.

Article 10<sup>[1]</sup><sub>[SEP]</sub> These regulations have been approved by the Library Committee and have been issued for implementation after being endorsed by the university president. The same process will be followed for any future revisions.