

Guideline Governing Management of 24-hour Reading Area of Reading Room 1 at the Zhongzheng Library at the Waishuanghsi Campus

Approved by the Library Board meeting on December 30, 2021

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Article 1

In order to maintain the reading environment and the user rights of the 24-hour Reading Area (hereinafter referred to as the Area) of the Reading Room 1 at the Zhongzheng Library at the Waishuanghsi campus (hereinafter referred to as the Library) of the Soochow University, the " Guideline Governing Management of 24-hour Reading Area of Reading Room 1 at the Zhongzheng Library at the Waishuanghsi Campus" (hereinafter referred to as the Guideline) are hereby established.

Article 2

This Area is restricted to full-time teachers, part-time teachers, staff, and students of the University. Users are required to tap their valid cards to enter the Reading Room by presenting their valid service cards, student IDs, or alumni cards to select seats (seating map is appended below). If necessary, the Library may ask the user to present his/her ID card for inspection.

Article 3

The Area is open 24 hours a day, every day of the year. In case of special circumstances, the space of use and the opening hours of this area are determined by the Library and announced separately.

Article 4

The regulations for the Area are in accordance with the "Guidelines Governing Use of the Seat Management System".

Article 5

Users should bring out their personal belongings when they finish studying and are not allowed to occupy the seats. The Library may remove the items and is not responsible for the safekeeping. For these items, the storage is only open for pickup once a week. In case of special circumstances or national holidays, the library will announce separately.

Article 6

Users should keep their personal belongings properly and the Library is not responsible for the safekeeping.

Article 7

In order to maintain environmental hygiene, the Reading Room will be closed at 21:00 on the last Saturday of each month and reopened on the following day (Sunday) to coincide with the opening hours of the Area. In case of the examination week or special circumstances, the cleaning date will be arranged on another day.

Article 8

Users are expected to abide by the Library's reading regulations. Any violations or other misuse will be handled in accordance with the "Reading Room Usage Regulations of Soochow University Library".

Article 9

These guidelines have been 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.

Appendix

