

# **Rules for the Use of Research Rooms in the Library of Soochow University**

Revised and approved by the Library Committee on June 3, 2002  
Revised and approved by the Board of Library Committee on October 16, 2013  
Revised by the Committee on Libraries on December 7, 2016

## **Article 1**

Faculty members, graduate students (or seniors), applicants for the Ministry of Science and Technology (MOST) subsidized college and university student research programs, academic exchanges, project assistants, and post-doctoral researchers may apply for the use of the Library's study rooms in accordance with these rules. However, the use of research space in accordance with other regulations shall not be limited.

## **Article 2**

The borrowing of research space shall be arranged by the Library according to the order of application. The borrower shall use the space himself/herself in accordance with the regulations, and shall not exchange the space with others or transfer the space to others.

## **Article 3**

The application and borrowing period for research study rooms are as follows:

### **1. Long-term Loan**

The 8 rooms are available for students of doctoral and master's programs to write their dissertations for one semester. Applications should be submitted within one month prior to the beginning of each semester. Applications for the first semester need to be submitted in July, and applications for the second semester need to be submitted in January. Unused rooms due to lack of applications will be released for general use.

### **2. General Loan:**

12 rooms are available for borrowing by those who meet the requirements of Article 1 of this Rules . The borrowing period is based on one month (calendar month), and reservations or renewals for the next month will be open from the 25th day of each month; Rooms already reserved by others cannot be renewed.

## **Article 4**

The use of the research room shall be in accordance with the opening hours of the Library, and shall not be used for purposes other than research and writing.

## **Article 5**

The regulations for borrowing and using books and periodicals from the library are as follows:

1. Periodicals, maps, and reference books are not allowed to be brought into the research area.
2. Borrowers may use the books in the library on their own. When using the books for more than one day, they should apply to the library service counter for borrowing the books and return them after use, and the books that have not been borrowed must be returned immediately after use.
3. If periodicals, reference books, or books not checked out are found in the library before the opening of the library each day, they may be taken out and put on the shelves with a warning. Anyone who has been warned for two times, the right to use the research space will be suspended for one semester.

#### Article 6

The borrower must use the library for 2/3 of the loan period. For long-term borrowers, the loan period must be six months and the number of days of use must be at least 120 days; for general borrowers, the loan period must be one month and the number of days of use must be at least 20 days; otherwise, the library may take back the loan and give it to another person for another use, and the right of use of the research space will be suspended for one semester.

#### Article 7

The borrower should bring his/her reading card (student ID card) to the Library counter to get a key for the first time and return it to the Library before the end of the loan period. Borrowers are required to empty their personal belongings before the expiration of the loan period and return the key to the counter. Borrowers are required to remove their personal belongings and return the key to the Service Counter with the librarians by 12:00 noon of the next working day after the expiration of the loan period. If the borrower fails to return the key and move out after the above period of time, the Library may empty the room of personal belongings without any responsibility for storage and suspend the borrower's right to use the research area for one semester.

#### Article 8

The user should keep the key in a safe place and must not duplicate, duplicate, or loan the key to others. If the user violates this rule, the user's right to use the research space will be suspended for one semester. If the key is lost, the Library will replace it with a new one. If the key is lost inadvertently, the Library will replace the lock and the borrower will be required to compensate for the actual amount.

#### Article 9

The Library may enter the research area for operational needs such as cleaning, organizing, and safety maintenance without the consent of the borrower.

#### Article 10

If the library has business needs or the borrower violates the regulations of the university, the library

may take back the research space and books borrowed by the borrower at any time.

#### Article 11

Personal valuable items are not allowed to be stored in the study rooms and the Library will not be responsible for any loss of such valuable items.

#### Article 12

The use of study rooms must be kept quiet and clean. Smoking, eating and drinking, covering the glass, and other improper behaviors are not allowed; offenders will be suspended from the use of these rooms for one semester.

#### Article 13

This Rule shall be adopted by the Library Committee and reported to the President for approval before they are published and implemented; the same applies to amendments.