

# **Soochow University Library Space Usage Rules**

Adopted by the Library Committee on December 27, 2016

Amended by the Library Board on January 5, 2022

## **Article 1**

The library at Soochow University, hereinafter referred to as the Library, is mainly intended for faculty, staff, students, and individuals with approved credentials from the Library. External visitors may exchange their credentials for admission.

## **Article 2**

University faculty should apply to reserve library space for teaching needs. Open space is also used by the Library to organize activities that promote the use of library resources.

## **Article 3**

Everyone must have a service card, student ID, or reading card to enter. If the library alarm sounds when leaving, readers must cooperate for a bag check. Violators will be sent to campus security for resolution.

## **Article 4**

When leaving, please take your books and belongings with you. Do not save seats with them. The Library may temporarily move items left behind and is not responsible for their security. If belongings are not retrieved after notification, they may be treated as Lost and Found items.

## **Article 5**

Keep quiet in the library, except in allowed zones. No food, drinks, pets, smoking, posting pamphlets, damaging items, or saving seats. After two oral warnings, borrowing and entry rights are suspended for six months. Serious cases will be directed to campus security.

## **Article 6**

No electrical appliances other than mobile devices are permitted in the Library to keep everyone safe. Offenders will be handled by campus security.

## **Article 7**

These rules go into effect once the Library Committee approves and submits them to the principal. Revisions follow the same process.