

# **Usage Regulations for Soochow University Library's Reading Room**

Revised and approved by the Library Committee on December 16, 2002

Revised and approved by the Library Committee on June 11, 2012

Revised and approved by the Library Committee on October 22, 2012

Revised and approved by the Library Committee on November 14, 2014

Revised and approved by the Library Committee on December 18, 2017

Revised and approved by the Library Committee on January 5, 2022

## **Article 1**

The Reading Room is not open to outside visitors, but is available for faculty, staff, students, and alumni of our university who present their valid service cards, student IDs, or alumni cards during opening hours.

## **Article 2**

The opening hours of the Reading Room are determined by the Library and announced separately.

## **Article 3**

The Reading Room should be kept quiet and tidy, with no talking, reciting, eating, smoking, littering, or moving of tables or chairs; cell phones and other audible electronic devices should not be allowed to emit noise upon entering the Reading Room in order to maintain the quietness of the room. Please be quiet in the corridors around the Reading Room.

## **Article 4**

The 24-hour reading area is set up in Reading Room 1 of the Zhongzheng Library, and the Guideline Governing Management may be added, deleted, or modified by a resolution of the Library Board.

## **Article 5**

The Downtown Campus Library has set up a "Quiet Reading Area", where laptops, cell phones, computers and other items that make sound interference should be turned off or muted. The Library will conduct inspections time to time. If a person is found to have violated the rules or refused to cooperate, after verbal reminders and confirmation by both parties, the person whose number of violations has been registered for more than two times will have his/her right to borrow books suspended for six months starting from the date of violation, and if the case is serious, it will be referred to the Office of Student Affairs or the relevant units for handling.

## **Article 6**

The use of reading seats is limited to one person per seat and should keep their personal belongings properly. When leaving the reading room, user should bring out personal books and other belongings, and are not allowed to occupy the seat with books or personal items, etc. Personal belongings that occupy the seat may be temporarily moved to a designated location and the Library is not responsible for the safekeeping.

If the personal belongings are not retrieved after notification by the Library or within the announced period, the Library may treat them as lost.

## **Article 7**

The contents of the reading room should not be taken out of the room or damaged or defaced.

#### Article 8

It is prohibited to connect any electrical appliances other than mobile electronic devices in order to maintain the safety of public electricity. If the case is serious, it will be referred to the Office of Student Affairs or the relevant units for handling.

#### Article 9

These regulations have been approved by the Library Committee and have been issued for implementation after being endorsed by the president. The same process will be followed for any future revisions.