

National Chung Hsing University Library Rules for Individual Research Rooms

Approved by the 27th Executive Meeting on 27 July 2005
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Article 1. The National Chung Hsing University Library (hereinafter the “Library”) has put in place individual research rooms and established the National Chung Hsing University Rules for Individual Research Rooms (hereinafter these “Rules”) in order to facilitate academic research by teachers and students of the University.

Article 2. All full-time teachers, Ph.D. and Master’s students and undergraduate students in their senior years having selected a thesis course may file applications in accordance with these Rules to use the individual research rooms.

Article 3. The borrower shall present a service badge or a student ID to carry out the borrowing procedure for the current day on the first-floor reception desk of the Library. Each application is limited to one room. The rooms shall be provided in the order of the time of application.

Article 4. Borrowing Rules:

1. Each use of an individual research room shall be limited to 7 days. No renewal is allowed.
2. The borrower shall clean up and reinstate the room to original conditions after use. Personal property must be removed and the rooms locked immediately. Return procedures shall be completed at the first-floor reception desk of the Library before an half hours of closing. If the borrower fails to return the room and key at the end of the borrowing period, the Library may remove the property from the room and shall not be responsible for the safekeeping thereof. Each day of delay shall lead to a suspension of borrowing rights for 7 days.
3. The borrower shall use the individual research rooms arranged by the Library and shall not exchange or transfer the room to any other person. Any violator shall be subject to suspension of rights for one month.
4. The borrower shall be responsible for the safekeeping of the key during the borrowing period. If the key is lost, the borrower shall be fully responsible for the relevant cost.
5. The borrower shall use the individual research room during the opening hours of the Library and shall not engage in any activity that is not in the nature of research in the individual research rooms. Any violation shall lead to suspension of borrowing rights for three months.
6. No borrower shall change the lock, nor shall any borrower duplicate any key. Violators shall be subject to suspension of rights for one year.
7. Individual research rooms shall only be used by the applicant alone and shall not be shared with any other person. No borrower shall relocate any furniture inside the Library. After two warnings, the Library may suspend the violator’s borrowing right for one month.

Article 5. Other Matters:

1. The borrower shall be liable for full compensation if any facility inside the individual research room is damaged.

2. Please do not leave any valuable property inside the individual research room. The Library shall not be liable for any loss.
3. Any borrower taking any book or information from the Library shall carry out the borrowing procedure. Any book taken without the borrowing procedure shall be confiscated and returned to the shelves.
4. The Library staff may enter into the rooms during the borrowing period to perform inspection and maintenance. The borrower shall not deny such access.
5. If required, the Library may notify the borrower at any time to take back the individual research rooms.

Article 6. These Rules are published and implemented after approval by the Library's Executive Meeting and approval by the Principal. The same shall be applicable to any amendment hereof.