

Kainan University Library Discussion Room Usage Regulations

Article 1: Kainan University (hereinafter referred to as "the University") Library and Information Services (hereinafter referred to as "the Library") establish these regulations for the convenience of academic research by the University's faculty and students in the library.

Article 2: Eligibility for Application:

Meeting-type Group Discussion Rooms:

Heads of University administrative units or teaching units may apply to the Library in accordance with these regulations.

Eight-Person Group Discussion Rooms:

- (1) University faculty and staff may apply to the Library in accordance with these regulations.
- (2) Students, with three or more individuals (including three), may apply to the Library.
- (3) University students are given priority, and staff members are not allowed to borrow during working hours.

Article 3: Application Procedures:

Applicants are required to present their faculty or student ID cards at the circulation counter on the first floor of the Library to complete the borrowing application process.

Each room may be borrowed for up to four hours at a time, and if no one has made a reservation, borrowers may apply for an extension. Borrowers may not apply for other discussion rooms during the same borrowing period.

Article 4: Terms and Conditions of Use:

In special circumstances, the Library may exercise priority use rights for business-related purposes.

Borrowers must use the discussion rooms within the Library's opening hours and in accordance with the arrangements made by the Library. Rooms cannot be used beyond the designated time, exchanged with others, or transferred to others. Borrowers who fail to collect their keys at the circulation counter on the first floor within 15 minutes are considered to have forfeited their rights.

Borrowers may not engage in activities unrelated to academic research in the discussion rooms.

Smoking, eating (except for drinking plain water), making noise, or any other inappropriate behavior is strictly prohibited. Violators may have their usage immediately terminated by the Library.

While using the discussion rooms, borrowers are responsible for maintaining cleanliness and not damaging any existing facilities. If there is any damage, the borrower is responsible for compensation. Borrowers are not allowed to move equipment from other spaces into the room without permission.

During the borrowing period, borrowers are responsible for the keys and are not allowed to change locks, duplicate keys, or lend them to others.

If a key is lost, borrowers must bear the full cost of lock replacement and must immediately report the loss to the service personnel at the circulation counter on the first floor.

During the borrowing period, Library staff may enter and conduct inspections and maintenance work, and borrowers are not allowed to refuse entry.

When using the Library's discussion rooms and materials, borrowers must adhere to the following regulations:

- (1) Reference books and periodicals should be used in their designated locations or copied for reference.
- (2) After using books from the general collection, borrowers are required to return them to the designated book carts on each floor.

Article 5: Violation of these regulations may result in the Library suspending the right to use its facilities at any time.

Article 6: These regulations have been approved by the University's administrative council and shall be effective from the date of publication. Amendments will follow the same procedure.