

Kainan University Library Research 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:

All University faculty, staff, and students may submit applications to the Library in accordance with these regulations.

Article 3: Application Procedures:

1. 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.
2. Each borrowing period shall not exceed one day. During midterm and final exam weeks, the maximum borrowing period is four hours. Borrowers may not apply for other research rooms during the same borrowing period. University students are given priority, and staff members are not allowed to borrow during working hours.

Article 4: Terms and Conditions of Use:

1. The Library may exercise priority use rights for business-related purposes.
2. Borrowers must use the research rooms within the Library's opening hours and in accordance with the arrangements made by the Library. Rooms cannot be exchanged or transferred to others, and they must be used within the designated time. 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.
3. While using the research rooms, smoking, eating (except for drinking plain water), or any other inappropriate behavior is strictly prohibited. Borrowers should avoid disturbing the quiet environment of the Library. Violators may have their usage immediately terminated by the Library.
4. Borrowers are responsible for maintaining the cleanliness of the interior 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.

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

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

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

8. When using the Library's research 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.