

## **Regulations for Use of TMU Library Discussion Rooms**

Amended by Library committees conference on 2004-10-14

Approved by Library committees conference on 2005-06-23

Approved by Library committees conference on 2013-12-04

**Article 1.** These are the rules for student and staff use of the discussion rooms in TMU Library.

**Article 2.** Anyone reserving a discussion room must comply with regulations governing use and observe opening and closing times.

**Article 3.** There are 5 rooms in total that can accommodate up to 8, 6 and 4 people. Groups numbering at least 7, 5 and 3 people may check out rooms of the proper size.

**Article 4.** Reservations may be made up to one week in advance. Applicants will need to apply to the Circulation Desk, where they will be assigned to a room.

**Article 5.**

1. Discussion rooms may be scheduled for three hours per day on weekdays, two and a half hours on the weekends.
2. Do not exceed the time allotted for each session.
3. The length of these sessions may be extended if no other patrons are waiting to use a room. Reservations for the next session may start during the last ten minutes of a reserved session.

**Article 6.** Reserved rooms will be held 15 minutes beyond the reservation time. A vacated room will be considered unused after 15 minutes and assigned to the next group. Reserved rooms may not be transferred to other patrons or change the allotted time without permission from library staff.

**Article 7.** Users of the discussion rooms are responsible for leaving the rooms in a neat and orderly condition and are reminded to follow the library policies.

**Article 8.** Discussion rooms are strictly forbidden to be used for tutoring, study halls or conferences.

**Article 9.** Rooms shall remain closed but unlocked during use. Users must maintain a quiet, studious atmosphere and not disturb other patrons in the library.

**Article 10.** If the library's digital collection materials are needed in discussion rooms, please obey the following rules:

1. Journals, reference books, or theses may not be brought into the rooms, but instead should be photocopied for such private use.
2. Any other library books used should be placed on the book cart labeled 「待上架」 so that the staff can reshelve it.

**Article 11.** Users who fail to comply with regulations governing allocation or use of discussion rooms will forfeit the right to library privileges for one month.

**Article 12.** If an action is deemed wrong but is not mentioned above, it will be dealt with according to similar TMU library rules.

**Article 13.** All these rules are approved by the Library Board, and any changes also must be approved by the Board.