

# TMU Library Regulations for the Use of Discussion Rooms

Established and approved in the library committee meeting held on October 14, 2004  
Amended and approved in the library committee meeting held on June 23, 2005  
Amended and approved in the library committee meeting held on December 4, 2013  
Amended and approved in the library committee meeting held on June 19, 2018  
Amended and approved in the library committee meeting held on July 2, 2019

- Article 1 To provide discussion rooms for teachers and students of the university in the library, the Taipei Medical University Library (hereinafter “the library”) has enacted the TMU Library Regulations for the Use of Discussion Rooms (hereinafter “the regulations”).
- Article 2 Teachers and students with needs may apply to the library to use the discussion rooms during the opening hours.
- Article 3 The library has six discussion rooms (the large, medium, and small rooms have 8, 6, and 4 seats, respectively); thus, the number of people applying for the discussion rooms must be or exceed 7, 5, and 3, respectively.
- Article 4 Applications for using the discussion rooms may be submitted right before or 1 week before the use of the rooms. The application must be processed at the information desk, after which the library shall make relevant arrangements based on the application order.
- Article 5
1. Each discussion room can be booked for a duration of 3 hours per session every day (2 hours and 30 minutes per session on Saturdays, Sundays, and holidays), and each booking is limited to one session.
  2. The discussion rooms are open for use during the opening hours; staying after hours is not allowed.
  3. An extension for another session is allowed if the room has not been booked by anyone else in the next session (please apply for an extension at the information desk 10 minutes before the end of the original session).
- Article 6 Applicants shall use the discussion room in accordance with their applied-for schedule. Exchanging, transferring, or changing the applied-for session is prohibited. Applications may not be cancelled once the reservation is made, and applicants who fail to show up 15 minutes after the applied-for time shall be deemed to have forfeited their reservation.
- Article 7 Please handle the facilities with care while using the discussion rooms and comply with the library’s relevant reading rules.
- Article 8 Using the discussion rooms for personal tutoring or tuition is strictly prohibited.
- Article 9 Please close the door while using the discussion rooms; however, please lower your volume and do not lock the doors.
- Article 10 Please abide by the following regulations when browsing collections

when using the discussion rooms:

1. Journals, reference books, and theses & dissertations are not allowed to be brought into the discussion rooms. Please make photocopies for your own use.
2. General books shall be placed on the book carts after use.

Article 11 The library may suspend the offender's right of use at any time for 1 month.

Article 12 Matters not mentioned herein shall be handled in accordance with the relevant regulations of the library.

Article 13 The regulations are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.