

Rules of the Management of Study Halls in Office of Library and Information Services at I-Shou University

Promulgated with the consent from the President dated on January 25, 2016

Amendment to Provision V promulgated with the consent from the President dated on May 6, 2016

Amendments to Provisions II, III and V-VIII adopted by the Office Affairs Council on December 30, 2019 and promulgated with the consent from the President dated on February 17, 2020

- I. The Rules of the Management of Study Halls in Office of Library and Information Services at I-Shou University (hereinafter referred to as “the Rules”) are made by the Office of Library and Information Services (hereinafter referred to as “the Office”) to serve as the legal basis for the management of study halls.
- II. Study halls are open only to the faculty, students, and staffers of I-Shou University. The opening hours of respective study halls are as follows:
 1. The study hall at the Main Library is open from 8 a.m. to 11 p.m. every day.
 2. The study hall at the Medical Campus Library is open from 8 a.m. to 12 midnight every day, and will be open around the clock during the midterm exam week, the final exam week, and the week prior to the midterm and final exams.
 3. The study hall at the International College Library is open from 8 a.m. to 9 p.m., Monday to Friday.
- III. Under special circumstances, or on holidays, the Office may rearrange the opening hours or close some or all of the study halls, and an announcement will be issued in advance to this effect.
- IV. Users shall always keep the study halls clean. No littering is permitted.
- V. Unattended items left on seats will be removed before 8 a.m. by the Office as a courtesy to next users.

Users are not permitted to occupy a seat without using it. Users shall return to their seats within two hours if they have to leave for any reason. From two weeks prior to the midterm/final exams to the midterm/final exam week, users shall return to their seats within one hour if they have to leave for any reason. If personal belongings remain unattended after

the above-mentioned period, they will be removed by the Office.

The unattended items removed by the Office will be delivered to the Circulation Desk. The Office shall not be held liable for their eventual safekeeping.

- VI. Users are under obligation to look after their personal belongings while they are at the study halls. The Office shall not be held liable for safekeeping or for missing items.
- VII. For the sake of public safety, the use of electric appliances and unauthorized connection to electricity are strictly prohibited in all study halls.
- VIII. The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office of Library and Information Services and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.