

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

Ratified and promulgated by the President on January 25, 2016

Amendment to Provision 5 ratified and promulgated by the President on May, 06, 2016

- I. The Rules of the Management of Study Halls at the Office of Library and Information Services of I-Shou University (hereinafter referred to as “the Rules”) are established by the Office of Library and Information Services (hereinafter referred to as “the Office”) to serve as the basis for the management of study halls.
- II. Study halls are open only to the faculty, staff, and students of the University. The opening hours of the respective study halls are as follows:
 1. The study hall at the Main Campus: 8 a.m. to 11 p.m. every day.
 2. The study hall at the Medical Campus: 8 a.m. to 12 midnight every day.
 3. The study hall at the International College: 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.
- IV. Users shall always keep the study halls clean. No littering is allowed.
- 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 allowed to occupy a seat without using it. Users must return to their seats within two hours if they have to leave for a while. From two weeks prior to the mid-term/final exam to the mid-term/final exam week, users must return to their seats within one hour if they have to leave for a while. 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 safekeeping.
- VI. Users must look after their personal belongings while they are at the study halls. The Office shall not be held liable for safekeeping.
- VII. For the sake of public safety, no electrical connection to electric appliances is allowed inside the study halls.
- VIII. The Rules become effective on the third day of promulgation after being adopted by the Office

Affairs Council and ratified by the President for future reference.

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