

Rules of Use of Open Reading Room 5404

To provide an environment for the Department's teachers and students for study and academic discussions, an open reading room 5404 is set up for use. For the purpose to maintain the quality of the reading space, please abide by the following rules.

1. Faculty and students of the department in need of teaching and research or study and discussion may use the reading room within the time periods specified herein.
2. The reading room is open from **Monday to Friday 9:00AM~17:00PM. It is not open on holidays.**
3. In case of use in the evening, please complete the registration and borrowing procedures at Office 5411.
4. Smoking, eating or drinking, making noise or other inappropriate behaviors are strictly prohibited in the reading room. Violators' right to use the reading room shall be immediately suspended.
5. Books and periodicals in the reading room are for indoor reading only, and shall not be taken out of the reading room or damaged. Violators shall be sent to the Department Affairs Meeting for discipline. Books and periodicals in the reading room shall be placed to the original positions after reading.
6. After using the reading room, users shall turn off the power and place the chairs in their original positions. Any personal belongings shall be taken away; otherwise, the Department may remove such and will not be responsible for any loss.
7. If any facility of the reading room is damaged, the borrower shall be responsible for all compensation at full amount.
8. The reading room shall not be used for regular teaching, meetings, student club activities and any other matters that have nothing to do with academic discussions.
9. These Rules have been approved by the Department Affairs Meeting before implementation. The same procedure applies when making amendments.