

REGULATIONS FOR THE USE OF THE LIBRARY STUDY CUBICLES

1. The Library has fourteen study cubicles set aside for all MPI staff and students to do private individual study only and should not be used for discussions. Application for and use of the study cubicles should be done during the normal Library hours.
2. The study cubicle is offered on a first-come-first-served basis and is for the applicant's use only. Each application for a room should be submitted one week before the reserved day at the Circulation Counter with a valid staff or student card and a filled-in Study Room Reservation Form. Rooms may be occupied for up to 6 hours. One additional renewal is permitted, provided that no other reservation has been made.
3. An applicant can borrow only one study cubicle at any one time. The Library reserves the right to allocate any available study cubicle to an applicant.
4. The applicant should use the study cubicle in the reserved time, which cannot be swapped, transferred, or changed by the applicant.
5. The applicant should inform the Library in advance to cancellation of a reservation if they cannot use the study cubicle during the reserved time.
6. After the application is approved, study cubicle patron should first come to the Circulation Counter 15 minutes prior to the reserved time with the written approval and a valid library card. A library staff member will open up the study cubicle for patron. The patron should clean up the desks and put the furniture back in good order after using the room and inform the Library staff.
7. Any activities irrelevant to the library resources use, academic research, or course-related study are not allowed in the study cubicle. Study cubicles patrons should keep the room clean and their mobile phones, pagers or any other beeping devices at off-status. Smoking, eating, drinking (included water and beverage), loud speaking or any other inappropriate actions are prohibited in the study cubicle.
8. Rooms are not sound proof and noise should be held to acceptable levels.
9. The library staff preserves the right to enter the study cubicle for cleaning or other rightful purposes without the patrons' permission. The Library can suspend the use of the study cubicle in case of emergency.
10. While using the study cubicle, the patron should always keep door closed. Locking of the study cubicle door is prohibited.
11. The patrons should take care of their valuable personal belongings. The Library will not be responsible for any loss or damage of these items.
12. Violators of this regulation will be penalized with a one-month suspension of the study cubicle use privileges. Such a suspension will be extended to a whole semesters for second-time offenders.