

REGULATIONS FOR THE USE OF THE LIBRARY STUDY ROOMS

1. The Library has three study rooms set aside for all MPI staff and students to do academic research or course-related study. Application for and use of the study rooms should be done during the normal Library hours.
2. All study rooms are equipped with network connection, notebook computers and audio-visual equipment. The Study Room A provides meeting and study space for groups of up to 6 people. The Study Room B provides meeting and study space for groups of up to 4 people. The Study Room C provides meeting and study space for groups of up to 10 people.
3. The study room is offered on a first-come-first-served basis. A minimum of 4 users is required for reservation of Study Room C. 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.
4. The applicants should use the study room in the reserved time, which cannot be swapped, transferred, or changed by the applicants.
5. The applicants should inform the Library in advance to cancellation of a reservation if they cannot use the study room during the reserved time.
6. After the application is approved, study room patrons should first come to the Circulation Counter 15 minutes prior to the reserved time with the reservation slip and a valid staff or student card. A library staff member will open up the study room for patrons. The patrons 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 room. Study rooms 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 room.
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 room for cleaning or other rightful purposes without the patrons' permission. The Library can suspend the use of the study room in case of emergency.
10. While using the study room, the patrons should always keep door closed and talk quietly. Locking of the study room 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 room use privileges. Such a suspension will be extended to a whole semesters for second-time offenders.

Macao Polytechnic Institute Library

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