

Rules for Study Room

1. Who?
 - a) University Library
 - i. Group Study Room (1F, 2F, 3F and 4F): open to all library users
 - ii. Multimedia Lab (1F), Training Classroom (2F, 3F), Seminar Room (6F) and Meeting Room (6F) are only open to Academics and staff, other library users need to contact librarians if needed.
 - b) Library of Start-up Zone
 - i. Go to the old booking system at <http://10.20.241.222>
 - ii. Users need to follow the old booking policies and rules when using the study rooms at the Library of Start-up Zone
2. When?
 - a) Same as Library Hours
3. Time length
 - a) 1F, 2F, 3F, 4F
 - i. Undergraduate students: Maximum 2 hours per block, maximum 2 blocks per day;
 - ii. Graduate students, academics and staff: Maximum 3 hours per block, maximum 2 blocks per day;
 - iii. Exchange students: Maximum 2 hours per block, maximum 2 blocks per day.
 - b) 6F
 - i. Only for academics and staff
4. How to book a study room?
 - a) Group Study Room
 - i. Capacity: Minimum 2 people
 - ii. Go to the booking system at <http://librooms.cuhk.edu.cn>. Rooms can be booked up to 7 days in advance.
 - iii. A group of library users need to use their own Campus I.D. to login and book a room. Rooms can be booked up to seven days in advance.
 - iv. The person who books the room will be automatically appointed as group leader. To complete the booking process, group leader MUST enter the Campus I.D. of each group member as well. When the process is completed, all the group members can access the study room with their own Library Card (i.e. the Campus Card).

- v. All group members MUST present and swipe their own Library Card within 10 minutes after the starting time that booked. If one or more group members do not present on time, there will be a black mark on the group leader's booking record; if no one present within the 10 minutes, the booking will be cancelled, and there will be a black mark on the group leader's booking record.
 - vi. Please delete your booking if your plans change and you decide that you will be unable to attend, otherwise there will be a black mark against the group leader.
 - vii. When there are 3 black marks on one's booking record, the person's booking privilege will be temporarily suspended.
 - viii. Booking records will be cleared at the beginning of each academic year on September 2.
- b) Training Room
- i. Booking system is only available to Academics & Staff
 - Login to Campus account at <http://librooms.cuhk.edu.cn>;
 - ii. Students
 - Submit a booking application with attachments of official approval (e.g. activity plans stamped by OSA) to library@cuhk.edu.cn;
 - iii. Time length per use: Maximum 5 hours;
- c) Research Room
- i. Only available to Academics & Staff;
 - ii. Login to Campus account at <http://librooms.cuhk.edu.cn>;
 - iii. No time/capacity limit;

5. Policies

- a) All users MUST comply with the Law of the People's Republic of China, and all University Library policies and regulations.
- b) Access to the Group Study Room is permitted only for purposes of studying and researching.
- c) Please take care of the equipment and facilities so that we can continue to offer you these services.
- d) Conversational noise is to be expected within the room. Please DO NOT shout or raising your voice when you talk within the room.
- e) Distribution of leaflets and displays of posters are extremely forbidden within the room.
- f) NO food or drinks with exception of clear water are allowed to enter the room. Please remove the garbage when you leave the room.
- g) All Group Study Rooms are smoke-free.

- h) Please take care of your own belongings. Library takes NO responsibilities for any lost or damage of personal items.
- i) Please leave the room when your booking time comes to an end. You must remove all your personal belongings, as well as other items you brought into the room, and return all equipment and facilities to their original state.
- j) Please turn off light and close door when vacating rooms.
- k) The Library reserves the right to cancel bookings at any time.
- l) The Library reserves the right to modify this policy at any time. Violations of this policy and other library policies and regulations when using the room may result in, but not limited to, removal from the room and/or suspension of privileges.