Regulations on the Use of the Study Rooms

1. Study Rooms are used for teaching and studies, general education and other activities.

2. Currently enrolled students and currently employed faculty members/staff have access to the study room with a MUST campus card.

3. Application Requirement:
   a. Room number of users is 3 or more per request.
   b. All the patrons in one group should bring their campus card and come together to ensure the full use of this room.
   c. A loan period is 3 hours; reservations should be requested 14 days in advance.

4. Opening Hours:

<table>
<thead>
<tr>
<th>Regular Semester</th>
<th>Summer and Winter Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>09:00-21:15*</td>
<td>09:00-18:05*</td>
</tr>
<tr>
<td>Closed</td>
<td>Weekend &amp; Holiday</td>
</tr>
</tbody>
</table>

* Room booking service ceases 15 minutes before 1F Circulation Services Counter closed.

5. Rules:
   a. Reservations will be cancelled if you are 15 minutes late. New use should be requested again and another waiting group of users may use the room.
   b. ONLY reserve ONE room per time, in order to be fair to all. The room can be renewed at the 1F Circulation Services Counter after every use.
   c. The room using will be discontinued, if the users are left the room for no reasons 15 minutes or longer.
   d. The room card should be returned to the library after every use, otherwise an accumulated fine will be calculated on an hour basis of MOP2.00. A minimum fee of MOP50 will be charged for any replacement cost.
   e. You should always take care of your personal valuables/properties. Take away all your items before your leave. We accept not responsible for the theft, loss or damage of personal.
   f. No eating, drinking, smoking, loud talking or other harassment is allowed. If you do not comply with the rule, we have a right to suspend you right of room booking and book borrowing within 30 days.

-The Library reserves the right to interpret the above regulations.-

University Library
Revised on: 10th April, 2013