Macau University of Science and Technology Library
Group-Discussion Room Usage Rules

Please read the following rules before using the rooms to help maintain a good learning environment.

1. Booking Rules and Time Limits

- Conference rooms are open from 08:30 to 22:00. Seminar rooms are open from 08:30 to 21:30. Only next-day reservations are available each day. Opening hours for summer and winter recess will be announced separately.
- Conference rooms in Block-N Library: for 6-12 users. A minimum of 6 people is required for booking. Each booking lasts 30 minutes to 3 hours.
- Small Seminar Rooms in Block-I Co-Learning Zone: for 3-6 users. A minimum of 3 people is required for booking. Each booking lasts 30 minutes to 3 hours.
- Small discussion rooms in Block-I Doctoral Research Zone: for 2-4 users. A minimum of 2 people is required for booking. Each booking lasts 30 minutes to 3 hours.
- You cannot make a new booking before your current booking ends. If you need more time, please submit a new booking application.

2. Check-in Requirements

- All booked users must check-in within 15 minutes after the booking start time. You may use the check-in function on WeMust or scan the QR code on the room door.
- If you do not complete check-in within this 15-minute window, your booking will be cancelled automatically by the system.

3. Usage Standards and Penalties for Violations

- These rooms are only for teaching, academic research and study-related group discussions.
- Do not bring food with strong smells into the rooms.
- Please check that all equipment inside works properly before use. Contact library staff right away if you find any problems.
- Before you leave, return tables, chairs, whiteboards and other facilities to their original state. Turn off air-conditioning, lights and other devices. Take all your personal items and rubbish with you.
- Please keep noise low. Do not talk loudly, disturb others or do anything that breaks these rules or library policies.
- If users keep breaking the rules after warnings, library staff may ask them to leave. Their rights to use discussion rooms, study seats and library borrowing services will be suspended for 30 days starting from the day of the penalty.

4. Contact Information

- Email: library_cir@must.edu.mo - Phone: 88972086

The Library reserves the right to interpret these rules.

University Library

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