

Regulation for Seat Occupancy Prevention of Macau University of Science and Technology Library

The Macau University of Science and Technology (MUST) Library formulates this regulation to ensure the fairness and effectiveness of using the reading seat.

A. Introduction

When library staff patrols the library (Block N Library and I03 Library study area included) and unattended personal belongings are spotted, the staff will lay down the "Occupied seat reminder" note (with a specific date and time) and will take photos for evidence. When the library staff patrols the library again after **30 minutes**, if the note or the personal belongings on the seat remain intact it is considered as a seat occupancy.

B. Seat Occupancy process

1. If unattended personal belongings (UPB) are spotted, the staff will lay down the "Remind not to occupy seat" note (a specific date and time will be written on the note) on the seat, and take photos for evidence.
2. When the staff patrols again after 30 minutes, and if the note is still on the seat, all the UPB will be put inside a large sealed bag, snacks and drinks will be put in a small sealed bag, and the seat number will be written on the bag. Finally, a note will be placed on the seat that "Unattended personal belongings have been removed". Users must claim it with a campus card or other valid identification documents.
3. If there is no reminder note on the seat, but after checking the CCTV, the staff discovers that the user just took away the reminder note and never came back to the seat, it will be considered as a seat occupancy and the procedure is the same as the point above.

C. Retrieval of the UPB

1. When users approach the Circulation Service Counter to retrieve their UPB, users must show their valid campus card or other identification documents, the seat number, and description of personal belongings.
2. Library Staff will collect the information from the user: name, campus card number, telephone number, seat number and/or other related information.
3. Users need to check their personal belongings before leaving. If users have any questions, should contact the library staff immediately.

D. Other

1. When received a report of the seats occupancy, Library staff still follow the procedures above, put down the "reminder" note on the relevant seat, procedures are in place to ensure the belongings are only removed if they are left for more than 30 minutes.
2. Other unspecified conditions shall be settled in accordance with "MUST Library Regulations", "MUST Library Guides" and " Regulation for Reading Seats Management of Macau University of Science and Technology Library"

E. Contacts

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MUST Library

2021.03.01

* In case of any additional terms and conditions, MUST library reserves the final interpretation *