

**Sur University College****Learning Resources Center****Group Discussion Rooms Reservation Policy****Article 1: Policy Statement / Purpose**

The purpose of this policy is to provide information about the rules and regulations relating to the reservation of the LRC's Group Discussion Rooms by its members.

**Article 2: Objectives**

The objectives of this policy are to determine the rules and regulations which help the LRC staff to:

- (i) satisfy LRC's members needing a group study space;
- (ii) facilitate rooms booking;
- (iii) maximize use of library facilities;
- (iv) support the informational, educational and recreational mission.

**Article 3: Scope**

Sur University College Learning Resources Center has 6 Group Discussion Rooms (3 for male, and 3 for female), available for academics or students to reserve during the library hours. This policy provides procedures should be followed by LRC staff, and monitored by the Assistant Dean of Research & Academic Affairs, DLRC.

**Article 4: Definitions**

**Check out:** the reservation status of a group discussion room that has been booked to a user account.

**Group:** a group is defined as three or more individuals.

**Group discussion room:** an enclosed room that can be reserved by a group of library users to study or work together without disturbing the other library users.

**User:** Current SUC faculties, students and staff (whether on a permanent, temporary, contract).

**DLRC:** The Departments' Learning Resources Committee which includes the LRC director, LRC manager and one representative from each Learning Resources Committee from each department.

**Article 5: Procedures****A. The LRC has set the following rules concerning their use:**

- (i). LRC discussion rooms are **only** available for reservation by current students of SUC with a valid Student ID for academic-related purposes.
- (ii). Room reservation must be made at least **two hours** in advance. There is no limit on how early a room reservation may be made, but please do not make a reservation unless you are certain you require it.
- (iii). To satisfy all students needing a quiet study space, study rooms may be reserved for a maximum of 2 hours per day and a maximum of 8 hours per week. Alternatively, a student may choose to make 2 individual reservations per day.
- (iv). Reservations can be renewed for additional time if no one is waiting for a room.

**B. Check-in & Check-out**

- (i). Students are required to claim the reservation at Circulation Counter within 20 mins. from the beginning of the reserved session. At least three students (including the student who did the reservation) must be present when claiming the reservation.
- (ii). The student who has made the reservation must show his/her SUC ID card for verification. A key will be provided after the user's identity is confirmed.
- (iii). Students are required to return the key to the Circulation Counter when they finish using the room or the reservation is expired. If the key is not returned, a fine of 500 Basis for each key will be charged.
- (iv). If the reservation is not claimed within the first 20 mins. of the session, the booking will be cancelled and the room will be released for booking by other users.

**Article 6: Responsibilities:****A. Responsibilities of LRC staff**

- (i). The LRC Director and manager will monitor the implementation of this policy and report on any strategic implications of this policy to the assistant dean for research and academic affairs.



- (ii). The policy should be reviewed regularly or sooner if there is any need, based on evolving issues, college considerations, or regulatory requirements.
- (iii). LRC Services staffs have the responsibility of implementing this policy.

## **B. Responsibilities of LRC Students**

### **Rules of Using Discussion Rooms**

- (i). Students should use their own Students ID cards to make reservations. Using others' ID cards or lending their ID cards to others to make reservations is strictly forbidden. Students who do that expose themselves to punishment.
- (ii). No food and drinks are allowed in the discussion rooms. (**Please note:** bottled water is allowed).
- (iii). No furniture or equipment should be removed from the discussion rooms.
- (iv). Study rooms are for quiet discussions; students using the rooms for purposes other than quiet study will be asked to leave.
- (v). Students should not bring any electrical devices (except their laptops) in the discussion rooms.
- (vi). Students must clear their personal belongings and leave the group discussion rooms clean and tidy at the end of the loan period.
- (vii). The LRC will not be responsible for any loss or damage of students' belongings.
- (viii). The LRC cannot guarantee the security of your personal belongings, and will not be responsible for items lost or stolen from the discussion rooms.
- (ix). The LRC reserves the right to allocate any available discussion rooms to students, or remove rooms from service as needed (for maintenance purposes, projects, etc.).

## **C. Complaints (Appeal)**

- (i). Any complaint will be dealt with by the LRC manager.
- (ii). If the complaints cannot be resolved at this level, it will be referred to the LRC director.
- (iii). If the problem cannot be resolved, the user may have to write to the assistant dean for academic affairs.