

## **Ho Sik Yee Library**

### **Guidelines on Group Study Rooms / Audio Visual Room**

- To cultivate the atmosphere of collaborative study, 3 Group Study Rooms (GSR) and Audio Visual Room (AVR) are set up in the Ho Sik Yee Library.
- All library regulations are applicable to the GSR and AVR.
- OUHK active students with valid Student ID Cards are eligible for using the rooms.
- The rooms are for groups of 4 to 10 users.
- Facilities:
  - Group Study Room 1:** study tables and chairs, whiteboard, LED monitor, blu-ray player
  - Group Study Room 2:** study tables and chairs, whiteboard
  - Group Study Room 3:** study tables and chairs, whiteboard
  - Audio Visual Room:** study tables and chairs, whiteboard, LED monitor, blu-ray player

#### **Loan Rules**

- GSR and AVR are available for booking on a first-come-first-served basis from 30 minutes after the Library opens until 30 minutes before the Library closes, with each time slot of one hour starting from every half hour.
- Booking should be made by one of the group members in person at the HSY Library Circulation Counter no more than two days in advance. Same day booking is NOT available.
- All rooms are open for free seating when not booked.
- Duration of each session is up to a maximum of 3 hours, except the last session.
- All users in the group must submit their OUHK Student ID Cards when claiming the room and they must be in the room during the session. Student ID Cards will be returned to all users when they return the room.
- Room not claimed within 15 minutes from the start of the session will be made available for free seating.
- Cancellation of booking should be made in person at the HSY Library Circulation Counter at least 30 minutes before the session starts.
- Each user is eligible to use any of the GSR and AVR up to a maximum of 3 hours in any group per day.

#### **Use policy**

- The GSR and AVR are strictly for academic purpose only.
- All users must present their own valid OUHK Student ID Cards. Using others' Cards / lending Cards to others is strictly prohibited.
- The loans of the rooms are not transferable.
- No eating / drinking are allowed in all rooms.
- No furniture should be moved in/out to/from the rooms.
- Users must clear their personal belongings and leave the rooms clean after use. Library staff members will remove any personal belongings left behind and no further notice will be given.
- The Library is not responsible for the security of personal belongings.
- Any damage of the furniture or fixtures in the rooms should be reported to the HSY Library Circulation Counter. Otherwise, the users will be held liable for the damage to the equipment / furniture in the rooms.
- The Library reserves the right to forfeit any booked sessions if there is abuse of room policy.
- The Library may update or revise the terms of use at any time without further notice.