

- 一、These Guidelines are stipulated in accordance with Article 3, Item 9 of the Regulations for the Reading Services of the library.
- 二、The Study Room has 178 general seats (including 12 laptop seats) and 2 priority seats; priority seats are only available for registration on site for readers with physical disabilities.
- 三、Study Room opening hours: the opening hours for February to April 15 and July 16 to November are from 08:00 to 22:00; the opening hours for April 16 to July 15 and December to January of the following year are extended due to exams from 07:00 to 23:00. The Study Room is closed on Mondays and national holidays.
- 四、The seats in the Study Room are managed by an automated system, and readers must own the library's personal library pass (or Easy Card library pass) before they can swipe (scan) to enter the Study Room. Each reader is limited to registering one seat and cannot occupy seats.
- 五、Readers are not allowed to register for seats in the Study Room with another individual's library pass and swipe (scan) the library pass to enter the Study Room. If the library discovers this occurrence, the individual will be asked to leave the Study Room immediately and will terminate their right to use the seat.
- 六、General seat reservations can be made online within one week. Readers can go to the main page of the library website (www.ntl.edu.tw) and click on "Study Seat Reservation System" to make seat reservations. If readers want to cancel a reserved seat, it should be canceled at least 15 minutes before using the seat. Failing to cancel the seat in time or taking the seat will result in the cancellation of the right to reservation, and the reserved seat will be made available to other readers for registration for usage.
- 七、If readers need to temporarily leave their seats, the limit is 1.5 hours; if they leave the Study Room for 1.5 hours and do not return, the right to use the seat will be cancelled and the reserved seat will be made available to other patrons for registration for usage.
- 八、Readers who make online reservations and register seats on site should swipe (scan) their library passes to enter the Study Room within 1 hour before beginning to use the seat. Readers making online reservations who have failed to take their seats within the specified time will receive 1 violation, and accumulating 3 violations in the same year will result in a suspension of the right to reserve study seats for 30 days.
- 九、Readers who use the Study Room must remain quiet and wear neat clothes; they may not smoke, eat, take up seats with objects, or affect the

rights and interests of other readers. If they continue their behavior after receiving council, the library's service staff may ask them to leave the library immediately.

- 十、 Readers should keep their personal belongings in a safe place as the library is not responsible for safekeeping these belongings; readers should take their personal belongings with them when the library closes as it is prohibited to occupy seats.
- 十一、 These Guidelines are approved during the library affairs meeting, and issued and implemented in accordance with administrative procedures.