RESOURCES LIBRARY

Reservation of the Discussion Room

The Discussion Room is open for bookings by SCE students and instructors. It may be booked by students for a minimum of 3 and up to 6 users, or by instructors for a minimum of 2 and up to 6 users.

Booking

- All applications will be processed on a first-come-first-serve basis.

- The booking time will be a multiple of 1 hour for each timeslot (at most 2 hours per day).

- Both telephone (Tel: 3411 5410) and walk-in (Resource Library counter) bookings are acceptable. Bookings are normally accepted 1 week before the booking time or at the next nearest hour, the latest.

- Users could feel free to use the Room if it is not booked.

- Cancellation of Booking
  To cancel the booking, the responsible person should notify the staff of Resource Library by phone / in person as early as possible.

Check In / Check Out

- For booking by students, 3 student ID cards is required at circulation counter for reservation.

- If users do not show up 15 minutes after the start of the booking time, the Room could be reassigned to other users.

Conduct of Users

- Users are responsible for keeping the rooms in a neat and orderly condition.

- Eating and drinking is not allowed.

- Do not leave any valuables unattended. The Library is not responsible for any loss or damage to personal items.

- Discussion Room is not sound proof and users keep their voice low to avoid any disturbance to other users.

For further enquiries, please contact Resource Library circulation counter at 3411 5410.

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