



Private Study Room Reservation Application Form

Name: _____ Faculty: _____

Staff ID: _____ Reservation Duration: _____

Tel: _____ Email: _____

Address: _____

Please give a brief of your research plan / intention for the reservation: _____

(Use separated pages if necessary)

Signature _____ Date: _____

** Please read the reservation guidelines in the back page and sign.*

For office use only

Staff: _____ Approved / Disapproved by _____

Date: _____

The Library reserves the right to terminate the room reservation for any particular person or for this type of practice in general for any reason unexplained.

UM Wu Yee Sun Library
Guidelines for Reserving Private Study Room

1. All full-time teaching staff of the University of Macau are eligible to request a private study carrel for a specific period of time for private use at the Library's I.T. Service Counter. No person can request more than one such room.
2. Users may request such study carrels for any length of time for private study purpose for a maximum of 5 months.
3. If the reserved room is not being used in accordance with the intention statement filed in the application form or if during any 10 consecutive-day period that the reserved room shows no indication of actual occupancy for stated purpose, then the occupant's privilege of using this library facility maybe evoked temporarily or permanently without giving advanced notice.
4. Room reservations are made on a first come first served basis.
5. The daily occupancy hours of the study carrel are the same as the Counter service hours.
6. The room occupant can request the key to his/her reserved room at the I.T. Service Counter when using or leaving the room each time.
7. Users of the study rooms have the obligation to keep the rooms clean and keep the property/appliances in good condition. All damages will be charged to the designated occupants of the room.
8. Occupants are responsible for the safety and security of his/her own belongings.
9. All contraband or illegal activities are prohibited.
10. All library materials in the private study room should have been properly checked out by the occupant.
11. The Library reserves the right to terminate the room reservation status for any particular person for any suspected violation of library rules and guidelines.
12. All other library rules in effect for general library users are equally applicable to the study room occupants.
13. Violation of library rules may result in fines or criminal prosecution.

I agree _____ **(Signature)** _____ **(Date)**