

The Chinese University of Hong Kong
CW Chu College
Regulations for the Use of Lanson Mini Library & Reading Room

香港中文大學敬文書院
陳蘭如閱讀室使用規則

1. General

- 1.1 Users **must be CW Chu College Hostel residents**. Other persons are not allowed to enter / use the Lanson Mini Library & Reading Room(the Reading Room) without prior permission from the College.
使用者**必須為敬文書院宿生**。未經院方許可，其他人士不得進入 / 使用陳蘭如閱讀室(閱讀室)。
- 1.2 The Reading Room is for study purposes only and seats are available on a first-come-first-served basis.
閱讀室僅供同學閱讀及溫習之用，座位以先到先得方式分配。
- 1.3 All regulations for the Use of Lanson Mini Library & Reading Room are subject to the latest announcement of the College.
陳蘭如閱讀室使用規則以書院最新公佈為準。

2 Dos

- 2.1 Please remain quiet and keep the environment clean.
在閱讀室內，請保持安靜及地方清潔。
- 2.2 Users should take care of their own belongings and should not leave them in the Reading Room. The College will not be responsible for any loss or damage to any personal belongings in the Reading Room.
使用者應小心保管個人財物，並不應遺留任何個人財物於閱讀室內。如同學在閱讀室內遺失個人財物，院方概不負責。

3 Don'ts

- 3.1 Reservation of seats for others is prohibited. Any seat which is found vacant for over 15 minutes may be assigned to another user.
請勿霸佔閱讀室座位。凡離開座位超過 15 分鐘者，書院職員可將其座位分派給候用者。
- 3.2 Eating, drinking, sleeping and causing nuisance to other users are prohibited.
不得在閱讀室內飲食、睡眠或騷擾其他使用者。
- 3.3 Please do not use mobile phones in the Reading Room and turn on the silent mode to avoid disturbance to other users.
請不要在閱讀室內使用手提電話並將之轉至靜音模式，以免干擾其他使用者。
- 3.4 Users are not allowed to take away any property or move the furniture housed in the Reading Room without prior approval from the College. Users shall bear the cost of any damage to / loss of facilities caused by negligence / failure to adhere to the regulations.
未經院方許可，使用者不得擅自取去閱讀室內之物品或移動房內之傢俱，如有損毀或遺失，須按照市價賠償。

4 Conduct

- 4.1 Please contact College staff immediately if any user is found violating the regulations in the Reading Room.
使用者若發現他人不遵守閱讀室使用規則，請立即通知書院職員，以便作出適當處理。

4.2 The College reserves the right to refuse the use of Reading Room by any student who disregards any of the above regulations.

書院若發現使用者違反上述任何規則，將有權拒絕該等人士使用閱讀室。

4.3 The College reserves the right to file a complaint to the Student Honour Code Committee or Student Discipline Committee on any misconduct or inappropriate act in the Reading Room.

書院若發現使用者在閱讀室內行為不當，將有權向學生誠信誓章委員會及學生紀律委員會投訴肇事者。

Opening Hours of the Lanson Mini Library & Reading Room 陳蘭如閱讀室開放時間:

Mini Library: Monday to Sunday 星期一至日 (24 hours 小時)

Reading Room: Monday to Sunday 星期一至日 (24 hours 小時)

Opening Hours of the College Office 書院院務室開放時間

Monday to Friday 星期一至五 (8:45 am – 1:00 pm, 2:00 pm – 5:30 pm)

Enquiry and Emergency Contact 查詢及緊急聯絡電話

Saturday, Sunday and Public Holidays Day Time Staff-on-duty

星期六、日及公眾假期日間當值職員: 6050 0902

University Security Office 大學保安處: 3943 7999