

**Institute of Social Research and Cultural Studies,  
National Yang-Ming Chiao Tung University  
Graduate Student Study Room Policies**

Adopted by SRCS faculty meeting dated March 20, 2024

To sustain the public spaces reserved for our students in the long run, students are advised to contribute to the maintenance of a clean environment and equipment. Therefore, the Graduate Student Study Room Policies shall take effect from now on. We advise students and users to adhere to the policies to maintain a pleasant learning environment.

**Study Rooms and Assigned Carrels**

1. Each applicant shall be assigned a study carrel on a yearly basis in principle. By one year, we mean an academic year, from September to June normatively. If the number of reservations exceeds the carrel availability, the SRCS office shall assist with allocation.
2. The SRCS office accepts reservations for study room carrels every September (the beginning of the academic year). All SRCS students are eligible to apply for a carrel. The occupancy is for one academic year.
3. Students shall renew the study carrel assignments on a yearly basis at the end of June (the end of the academic year) if needed.
4. If not renewed, carrels must be cleared of all materials and personal property by the date of expiration (July). Otherwise, the SRCS office has the right to remove unattended items without further notice.
5. Card swipers are installed at the entries of all study rooms. A registered student ID card is needed for access.
6. Users should close the door whenever they leave the study room to keep all private property safe. The SRCS office is not responsible for any property loss in the study rooms.
7. To save energy, users shall turn off electronic appliances, including air conditioners, fans, and lights when not in use.
8. To keep the environment clean, users shall remove all trash before leaving the rooms, especially food waste.
9. To maintain a quiet learning environment, users shall turn on silent mode or use headphones or earphones when using electronic devices such as notebooks, tablets, e-ink, or cell phones.
10. The SRCS office shall encourage all users to clean and tidy up the rooms at the

end of the semester. Users shall maintain the environment collaboratively.

#### Lockers

1. Each applicant shall be assigned a locker in the study room. If the number of reservations exceeds the locker availability, the SRCS office shall assist with allocation.
2. The SRCS office accepts reservations for lockers every September (the beginning of the academic year). All SRCS students are eligible to apply for a locker. The occupancy is for one academic year.
3. Students shall renew the locker assignments on a yearly basis at the end of June (the end of the academic year) if needed.
4. Users are not advised to keep important and expensive items in the locker. The SRCS office is not responsible for any property loss in the study rooms.
5. If not renewed, lockers must be cleared of all materials and personal property by the date of expiration (July). Otherwise, the SRCS office has the right to remove unattended items without further notice.

#### Refrigerator

1. Users shall label their names and dates of storage on their items stored in the refrigerator, for example, Marie MM/DD.
2. The duration of storage must not exceed a week. The SRCS office shall remove any expired (including those exceeding one week storage), spoiled, or contaminated items in the refrigerator.
3. Users shall store food in a sealed container properly to avoid odor in the refrigerator.
4. Users shall not take or remove items from others without owner's permission.

#### Shoe Cabinet

1. The shoe cabinet is not for private use. Each user could only store a pair of slippers for indoor use and a pair of shoes for outdoor use.