

LEARNING COMMONS

1 MISSION

- 1.1 The Learning Commons strives to facilitate students' individual, collaborative and interactive learning through the provision of a conducive and user-friendly environment.

2 OPENING HOURS

- 2.1 The opening hours are determined according to the demand and availability of resources, and subject to review.

- 2.2 Opening hours during semester:

Our Zone (SW, relatively free, dynamic and more interactive) Monday

09:00 to Friday 23:00

Saturday: 11:00-23:00

Sunday and public holiday: closed

My Zone (NE, relatively quiet)

Monday to Friday: 09:00-23:00

Saturday, Sunday and public holiday: closed

3 ELIGIBLE USERS

- 3.1 All students and staff members of Hong Kong Baptist University are eligible to access the Learning Commons by presenting their student/staff cards at the entrance gates.

- 3.2 Students include those who are registered under the following programmes conferred by Hong Kong Baptist University:

- exchange programme
- associate degree programme
- undergraduate degree programme
- postgraduate degree programme
- higher/postgraduate diploma programme

- 3.3 Student/staff identity cards are the only valid identification for entering the premises.

- 3.4 Users may be asked to present their valid University identity cards upon request.

4 GENERAL RULES

- 4.1 The use of the Learning Commons and its facilities and equipment is for studying and learning. Access is on a first-come-first-served basis.

- 4.2 Smoking and gambling are strictly prohibited.

- 4.3 The staff of the Learning Commons or campus security shall have the final decision in the allocation of rooms/space/facilities should there be any dispute between users.
- 4.4 Reservation of seats is not permitted. Please do not leave your personal belongings unattended. The staff of the Learning Commons or campus security reserves the right to remove any unattended items. The University will not be responsible for any loss or damage of personal property.
- 4.5 The premises, including all equipment and furniture must be kept clean. Furniture must be returned to its original position after use.
- 4.6 Any damage/malfunction of furniture, equipment or fixtures should be reported immediately. In cases of misuse or negligence, users will be liable for the cost of repair and/or replacement.
- 4.7 Wet umbrellas should be left at the designated area outside the premises or placed in the plastic umbrella sleeves provided before being brought into the premises.
- 4.8 Prior approval must be sought for use of photographic equipment such as cameras, audio and video players in the premises. Users must submit the completed Application Form at least five working days prior to the proposed filming date and comply with the Guidelines on Use of Photographic Equipment.
- 4.9 During revision and examination periods, group study rooms and large seminar rooms may be reserved for the purpose of general self-study.
- 4.10 The staff of the Learning Commons or campus security reserves the right to patrol all areas including study rooms in use, and requests any persons present to provide identification. Those who have infringed the rules or interfered with the comfort or convenience of other users will be asked to leave the premises.
- 4.11 Users must observe all rules and regulations. Any breach of rules/regulations may lead to cancellation of bookings, and/or suspension of access/booking facilities.

5 CONDUCT OF USERS

- 5.1 The rights of other users must be respected.
- 5.2 Voices should be kept at a reasonable level that does not cause disturbance to other users. Personal mobile phones and pagers are recommended to be put on silent mode.
- 5.3 In the use of photocopiers, printers, scanners, audio-visual materials and computer software, copyright law must be observed.

- 5.4 Reproduction or duplication of audio-visual materials or computer software is strictly prohibited.
- 5.5 Users should comply with the policies and rules stipulated by the Learning commons, and with the *University Standards of Conduct*. Failure to comply with these Standards will result in penalties and/or University disciplinary action.

6 RULES FOR USE OF COMPUTER EQUIPMENT

- 6.1 Computer facilities are provided for educational purposes only.
- 6.2 The use of computers is on a first-come first-served basis.
- 6.3 Reservation of computers is not permitted. Computers in the Learning Commons left idle for 15 minutes will be automatically logged out and released for use by other users. The University will not be responsible for any loss of data.
- 6.4 Users with only printing needs are given priority to use the computers designated for printing in each zone. Each usage time should not exceed 15 minutes.
- 6.5 Sharing computer accounts is not permitted and users assume sole responsibility for the use of their accounts.
- 6.6 Users are held responsible for any consequences arising from illegal uploading, downloading or copying of copyright-protected materials (such as music, videos and software).
- 6.7 Should there be any loss or damage to the equipment due to improper operation, or intentional acts of vandalism act, the user(s) responsible will be liable for the cost of repair and/or replacement.

7 FOOD AND DRINK POLICY

- 7.1 Only light snacks and drinks similar to those provided by the vending machines in the Learning Commons are allowed.
- 7.2 Users should keep the environment clean and dispose of any litter properly after consumption of snacks and drinks.
- 7.3 The staff of the Learning Commons or campus security reserves the right to review/determine which food and drink items are acceptable.

8 PROTECT YOUR PERSONAL BELONGINGS

- 8.1 Do not leave valuable items such as wallets, mobile phones and notebooks unattended. All personal belongings are left at the owner's risk.
- 8.2 The University will not be responsible for any lost or stolen items.

9 LOST AND FOUND

- 9.1 All found items shall be returned to the Reception Counter. All unclaimed items will be sent to the Security Control Room on Level 1 of Academic and Administration Building on the following working day.

10 GENERAL RULES FOR GROUP STUDY ROOMS / LARGE SEMINAR ROOMS

- 10.1 Users must comply with all rules and regulations of the Learning Commons.
- 10.2 Transfer of bookings is not allowed.
- 10.3 All rooms must be vacated at least 15 minutes prior to the closing of the premises.
- 10.4 Please turn off the lights and any other equipment after use.
- 10.5 Bookings will be automatically cancelled when Tropical Cyclone Warning Signal No. 8 or above is hoisted or Black Rainstorm Signal is in force.
- 10.6 Group Study Rooms (Rooms 401A – 401H; 401J; 402B – 402H; 402J)
- 10.6.1 Group Study Rooms are open for bookings by students for the purpose of group discussion of projects and assignments or by staff to facilitate student learning. Regular teaching and tutorial sessions should still be conducted in classrooms.
- 10.6.2 All bookings should be made online as early as three working days in advance.
- 10.6.3 Each room can be reserved by a group with a minimum of 3 users in Our Zone, or 5 users in My Zone. Each user can book up to 4 sessions per day. Each session lasts for 30 minutes. Each session can be renewed via the online system for another session upon the availabilities.
- 10.6.4 Reservations will be cancelled if the group does not show up 15 minutes after the reservation time. Repeated failure to attend the booked session without prior cancellation will result in the suspension of user privileges in group study room.
- 10.6.5 Walk-in user groups may book a group study room under the condition that the room is available. Walk-in booking will not be counted towards the reservation quota.
- 10.6.6 All users must leave the room after the booked time period.
- 10.6.7 Users should return the electronic keycard to the Reception Counter immediately after use. A \$150 fine will be charged for the loss or damage of each keycard.
- 10.7 Large Seminar Rooms (Rooms 402A, 402K, 402L & 402M)
- 10.7.1 Large seminar rooms are available for bookings by department or registered student organizations for holding workshops and large-scale seminars. A recommended minimum number of users is specified for each room.

- 10.7.2 Applications must be made via the Venues and Facilities Booking System (VFBS) at least 7 days, but not more than 1 month, in advance.
- 10.7.3 Guest speaker(s), if applicable, must be accompanied by the staff or student in-charge.
- 10.7.4 Student organizations should comply with the guidelines stipulated in the Manual for Student Activities as appropriate.

11 SANCTIONS FOR BREACHES OF RULES AND REGULATIONS

The Learning Commons strives to facilitate student learning through the provision of a user-friendly environment. To that a favourable atmosphere is maintained in the Learning Commons, users must observe all rules and regulations. Any breach of these rules and regulations may result in cancellation of bookings, and/or suspension of user privileges for access/booking of facilities.

- 11.1 Users who fail to adhere to the rules and regulations will be issued a warning letter, specifying the specific misbehaviours involved.
- 11.2 If a user is found to have misbehaved for a second time, they will be served with a suspension letter. He/she will not be allowed to access the Learning Commons in Academic and Administration Building for 14 days.
- 11.3 If a user is found to have misbehaved for a third time, the privileges of the user will be suspended for one month.
- 11.4 If the misbehavior continues thereafter, the case will be reported to the user's Office/Department for record and/or to the Office of Student Affairs for disciplinary actions.

Office of Student Affairs
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