

LINGNAN UNIVERSITY
Office of Student Affairs

User Guidelines of Learning Commons at 2/F of LYH

1. Access and Usage

- 1.1 The Learning Commons is open to Lingnan University students and staff holding a valid LU Card (hereinafter referred to as "Users") daily from 8:30 am to 10:30 pm.
- 1.2 The Learning Commons aims to provide a conducive environment for forging students' whole-person development and cultivating fellowship among staff. Reading, studying, group discussions, collaborative work, student activities, and educational programmes are encouraged in the Learning Commons. Personal leisure activities are permitted but should not disturb others or impede the primary purpose of the Learning Commons as it is a communal space.
- 1.3 Users must scan their LU Card at the turnstile located at the main entrance to the Learning Commons to gain access. Upon request of the staff of the Office of Student Affairs (hereinafter referred to as "OSA") or security officers, users must present their LU Card for verification upon request. The LU Card is non-transferable and is for the exclusive use of the person named on the card only. If anyone is found using an LU Card that belongs to another person, the LU Card will be confiscated, and the user, if he / she is a student, is liable to disciplinary action. OSA reserves the right to patrol all areas and request any person who fails to present a valid LU Card to leave the Learning Commons immediately.

2. Seats and Personal Belongings

- 2.1 Seats are available on a first-come-first-served basis. Reservation of seats is not allowed.
- 2.2 Personal items should not be left unattended. OSA will conduct regular checks and will remove unattended items and send them to the security control room or discard them on the spot. The University is not liable for any loss or damaged property.
- 2.3 Users should cooperate with the duty staff and remove personal belongings during closing, cleaning or maintenance periods.

3. Use of Space and Facilities

- 3.1 The premises, including all fixtures, equipment and furniture, must be kept clean and tidy. Users are expected to take good care of the facilities in the Learning Commons

and be responsible for reinstating the facilities to their original position and condition immediately after use. They should report any hygiene problems to the duty staff promptly. In case of any loss or damage, users are liable to pay for the repair or replacement.

- 3.2 Only non-alcoholic drinks are allowed in the Learning Commons. Consumption of light snacks is accepted for lay users, provided that no additional cleaning and hygiene problems will be caused. Overall, strong-smelling food or drinks are prohibited. As for light refreshments offered in the course of student activities, they should be approved by OSA upon request on a case-by-case basis and be arranged in designated areas only. Users should keep the environment clean and dispose of any litter properly.
- 3.3 Users shall adhere to the copyright laws when using photocopiers, audio-visual materials, and computer software.
- 3.4 Lockers and cabinets are for designated student societies and OSA use only. There are no storage services available for lay users in the Learning Commons.
- 3.5 The use of IT & AV equipment is for the recognised student societies and university offices only, and subject to the prior approval of OSA.
- 3.6 OSA reserves the right to close the Learning Commons or a specific area in the Learning Commons without prior notice if it is deemed unsuitable for use.

4. Venue Reservation (for recognised student societies and university offices only)

- 4.1 Reservation of the Green Zone and Orange Zone is available for recognised student societies and university offices only, with priority given to the former.
- 4.2 Eligible users should make reservations via OSA three working days before the activity. They are required to submit an activity proposal and a rundown for OSA's approval.
- 4.3 No posters or banners are allowed to be mounted on the walls or cabinets.
- 4.4 Users are required to clean up the venue with their own garbage bags and incorrosive cleaning supplies.
- 4.5 Transfer of reservation is strictly prohibited.
- 4.6 Users are required to release the reservation if the University subsequently plans to hold an important event at the same time and place.

5. Health and Safety

- 5.1 To ensure and protect the health and safety of all users, CCTV cameras are mandatorily operated in the Learning Commons at all times. Users are assumed to have acknowledged and agreed that the University can use the CCTV cameras and footages for security purposes in accordance with The Personal Data (Privacy) Ordinance in Hong Kong and Lingnan University's Use of CCTV Regulations.
- 5.2 Users should familiarise themselves with emergency exits and procedures. In case of emergency, they are required to follow the instructions of duty staff and evacuate the premises calmly.
- 5.3 Animals and pets, except those assisting disabled persons or for running animal-assisted therapy programme, are not allowed in the Learning Commons.

6. Code of Conduct

- 6.1 Users should be considerate and avoid any improper act such as occupying seats inappropriately, causing noise disturbances, wearing indent attire, any forms of gambling, sleeping and bringing excessive / bulky personal belongings into the Learning Commons. OSA reserves the right to remove violators immediately and enforce disciplinary actions.
- 6.2 Unlawful speech and behaviour inside the Learning Commons are strictly prohibited.
- 6.3 Smoking and the use of other smoked substances is strictly prohibited.
- 6.4 Any kinds of commercial activities or activities involving monetary transaction are strictly prohibited.
- 6.5 Users must abide by the rules and regulations set out for the Learning Commons. OSA reserves the right to debar users who fail to observe the aforesaid from using the venue, and the case will be reported to the user's office / department for record and the Student Disciplinary Committee for handling (whichever is applicable).

The power of interpretation of this set of guidelines shall be vested in the OSA. It possesses the right to revise and / or introduce any terms and conditions of the guidelines at any time without prior notice. If any changes are made, the revised guidelines with immediate effect shall be posted on the OSA's website.