

Pao Yue-kong Library - Media Services Section

AV Carrels & Group Viewing Rooms – User Guide

AV Carrels

1. How many AV carrels are available?

- Total number of AV carrels = 124
- Types of carrels:
 - AV carrels (1-seater, 2-seater or 3-seater) - installed with DVD players, VCRs, LD players, hi-fi system and/or slide projectors
 - PC carrels installed with or without MS Office applications
 - Carrels for using microform scanners/printers
 - Carrel for using PC scanner

2. Who can use AV carrels?

- Holders of valid PolyU ID cards or Library cards
- On first-come-first-served basis.
- Advanced booking is not available.

Group Viewing Rooms

1. What kind of rooms are available?

- Total number of rooms = 10
- Seating capacity of each room :

Room B : 15 persons	Room E : 30	Room H: 10	Room M : 20
Room C : 15	Room F : 20	Room K : 18	
Room D : 15	Room G: 15	Room L : 12	
- Minimum number of occupants in each room: 4

2. What kind of equipment are provided in Viewing Rooms?

- Videocassette recorders, DVD players and LD players – *in ALL rooms.*
- Slide projectors and visualizers (i.e. overhead projectors) – *in Room E, F & M.*
- PCs connected to network but not installed with MS Office applications – *in Room E, F & M.*
- Video projection using projectors and screens – *in Room E, F & M.*
- Electronic organ – *in Room H.*

3. Who can use Group Viewing Rooms?

- A group of 4-30 persons who are holders of valid PolyU ID cards or Library cards

4. When are the rooms available for use?

- All rooms are available for use while the Library opens.

5. Who can book Group Viewing Rooms?

- PolyU academic and academic-equivalent administrative staff for teaching purpose.

6. How to book Group Viewing Rooms?

- Bookings can be made at the Media Services Counter (3/F Library); OR by calling ext. 6870 / 6884/ 6880.
- Booking is on first-come-first served basis.
- Booking quotas: 3 sessions
- Maximum hours for each session: 3 hours
- Bookings for over 3 sessions: borrowers are required to write to the Media Services Librarian for consideration (email: lblisak@inet.polyu.edu.hk).
- Bookings for class lectures not intending to use AV materials will not be accepted.

7. Rules in Room Booking

- Room bookings will be cancelled automatically if the requester does not show up within 15 minutes of the scheduled booking.
- Teaching staff is required to be present during the entire class session. If the teaching staff is unable to come, an endorsement note from him/her should be brought along by the students.
- For safety reason, the number of people using the room should not exceed the seating capacity as specified for each room.

Conduct in Use of AV Carrels & Rooms

- The Media Services Section follows the practice of general library regulations regarding conduct of library users, mutilation, loss and damage of library materials.
- Eating, drinking and use of mobile phones are not allowed in the Media Services viewing area.
- Silence must be observed in the Library. Any user causing disturbance to others and ignoring the verbal warning of the library staff is liable to be excluded from the Library for the remainder of the day.
- The Library reserves the right to clear the unattended carrels or rooms and remove users' unattended personal belongings as the need arises. The Library is not responsible for any loss or damage.
- Users are not allowed to use their own audiovisual materials in this Section unless with prior consent of the Section.
- Any unauthorized copying in any form is strictly prohibited. Users are reminded that they are fully responsible for any legal consequences that may arise from infringement of license and copyright.
- Users should not remove, modify or temper any set-up or any parts of the hardware and software facilities.
- When encountering any malfunctioning of audiovisual facilities, users should report immediately to the Media Services counter.
- Users should not move the furniture in the viewing rooms nor in the carrels.
- For security purpose, the entire viewing area is under the surveillance of CCTV recording.