

DISCUSSION ROOM POLICY

1. The usage of the discussion room is upon request.
2. Users must register at the Library Counter. Users are advised to book the room at least **ONE (1)** day in advance to secure the place.
3. Booking can be done at the Library Counter by email or phone call during opening hours.
4. Booking will not be entertained during Public Holidays or when the library is closed. Kindly refer to the details below for the booking:

Email : athirah.azemi@kompas.edu.my
Telephone : 05-210 9155

5. Users need to provide the information below for the booking process via email or phone call:
 - i. Name
 - ii. ID Number
 - iii. Phone Number
 - iv. Date and Time
 - v. Room Number
 - vi. Purpose of Booking
6. Usage of the rooms without booking will be allowed subject to availability and at the discretion of the library staff.
7. The minimum number of users is 3 and maximum is 5 in a room. Staff are allowed to use the room for a minimum number of 1 person for teaching and learning purpose.
8. The use of the room is limited to a maximum of **TWO (2)** hours per usage. Extension of the usage hour of the discussion rooms is allowed subject to availability.

Discussion Room Operation Hours	
Monday to Friday	: 9.00 am to 5.00 pm
Saturday & Sunday	: Closed
Public Holidays	: Closed
Usage	: Max of 2 hours
Capacity users	: Min 3 users and max up to 5 users

9. All personal belongings should not be left unattended in the discussion room. Other belongings are advised to be placed on the shelves.
10. The discussion room should not be used for private study or social purposes.
11. No food or drinks are allowed in the discussion rooms except for bottled plain water. Users may use the Snack Corner to eat and drink.
12. Users are allowed to use only the chairs and table provided in the room. Furniture from other parts of the library should not be brought inside the discussion room.
13. Users must ensure that the discussion room is neat and tidy after usage. The furniture inside should be arranged the way it is and library materials should be returned to the counter.
14. Do not leave any kind of rubbish in the discussion room.
15. Failure to comply with the Discussion Room Policies will result in users being suspended for the whole semester. Users (students) will only be allowed to use the discussion room for the next semester.
16. The Library reserves the right to terminate the use of Discussion Rooms that disrupts other Library users or staff or that interferes with normal Library operations.
17. Your booking will be cancelled if you arrive later than 30 minutes of the reservation time and the room will be released for others to use.

Note:

Kindly see the librarian at the Library Counter for any assistance.