## Conditions of use

Christmas Day and Boxing Day.)

- 1. The workstations in the Children's Multimedia Room provide multimedia resources and Internet browsing services.
- 2. Childrenaged 3 to 12 are welcome to use. Childrenaged below 6 have to be accompanied by an adult.
- 3. Please register with the library staff before using the workstation.
- 4. Users can make appointment by telephone 29210375 or in person within one week.
- 5. Users canuse two sessions each day. The maximum duration for each session is 1 hour.
- 6. Users who fail to turn up within 10 minutes after the reserved session, or leave their seats over 15 minutes will forfeit the right to use the reserved seat. Other users are allowed to register and use that workstation.
- 7. Schools and organizations have the priority to reserve the sessions from 10 am -1 pm and 2 pm -5 pm on Mondays and Thursdays for group visit.
- 8. Please contact the library staff at 29210375 or in person for any enquiry.

## Arrangement of Waiting List

- 1. Users could register for waiting list at most 2 sessions each day. When 1 session is assigned to the successful user on waiting list, the registration for another session would be cancelled.
- 2. Users should register in person for waiting list, telephone registration and workstation preference are not accepted.
- 3. Users on waiting list should wait for the result at the entry of the Children's Multimedia Room within the first 10 minutes of their selected sessions. If there is vacancy, library staff will assign seat to the users on waiting list in sequential order after the first 10 minutes of each session.
- 4. Once library staff starts to assign vacancy to users on the waiting list, latecomers would not be entertained.
- 5. If users have already used the service of 2 reserved sessions or 1 waiting list session on the same day, other registration for waiting list would not be accepted.

