

# **RULES FOR THE USE OF THE CENTRE PREMISES**

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### **1.0 Times**

The Centre premises are normally available for use during business hours, 9.00 a.m. to 5.00 p.m., Monday to Friday. In special cases and with appropriate arrangements, the centre may be used at other times.

### **2.0 Use of the premises**

Those wishing to use the premises for research purposes, for meetings, for seminars or for symposiums, *etc.* should address their requests to the Centre's Administrative Assistant to make arrangements. Users are advised to read this pamphlet carefully.

### **3.0 Parking**

Persons using the premises who wish also to use the University's car parks should note that parking without a permit in restricted areas is likely to result in a fine. An unrestricted car park is situated on Blackburn Road across from the Monash Campus. Closer to the Centre is the visitors' car park which is situated on the edge of the Humanities/Arts car park, just to the east of the Bus Terminal. It is 2-3 minute-walk from the Centre. In 2006, the cost of parking in the visitor's area (which is marked by white paint) is \$1.40 per hour with the maximum period of 3 hours. Visitors using this car park need to make sure that they park in the white spaces.

### **4.0 Security**

An electronic surveillance security system is installed in the building. It is therefore necessary to make special arrangements whenever the premises are used outside normal business hours.

**4.1** Under normal circumstances the system is activated between 6.00 p.m. and 8.00 a.m., Monday to Friday, throughout the weekends, and during University holidays. During these periods movement within the building will trigger alarms and a security alert. Those who have not made special arrangements to use the building at such times may be asked to leave.

**4.2** Those wishing to use the building should contact the Administrative Assistant well in advance. Arrangements will be made with the University security service in order for the alarms to be turned off during the period the building is to be used.

- 4.3** An official of the Centre or a designated user must be appointed to take responsibility for clearing the premises after use and must be the last one to leave the building. Upon leaving the Centre that person should telephone University security on extension No. 53059 to request that the alarms be turned on again, and inform them that all doors have been locked. A phone for that purpose is located in the area off the foyer. Failure to comply with these procedures will leave the building unprotected.

## **5.0 Care of the building**

- 5.1** Care should be taken not to soil or damage any part of the building, its furnishings and its equipment.
- 5.2** Before leaving, users should clean up any mess they have made, and then ensure that all windows have been securely closed, that all furniture is returned to its original location, and that all lights and appliances have been turned off.

## **6.0 Heating System**

The heating system is automatic. If the temperature of the rooms needs to be changed, the Administrative Assistant should be contacted.

## **7.0 Smoking**

In line with University policy, smoking is not allowed anywhere in the building.

## **8.0 Food and drink**

- 8.1** No cooking is allowed in the building. However, the microwave in the kitchen may be used.
- 8.2** Tea, coffee and accompanying refreshments can be consumed, but the individual or group so doing is responsible for cleaning up afterwards. This means washing tea cups and other items in the kitchen.

## **9.0 Liability for the contents of the building**

Users of the building are liable for any damage to the building and for any loss of contents, including the contents of the Manga Library or the Researcher's, furniture and equipment which may have resulted from their use of the facilities.

## **10.0 Use of the Researcher's Library**

The Centre's small library in the Researcher's Room is a research library for use of the Centre's visiting researchers and for others who have been given permission to use it by the Director. The following rules apply:

- 10.1** Those wishing to use the library should apply to the Administrative Assistant in the first instance.
- 10.2** All users should sign into the appropriate book held by the Administrative Assistant. As the Assistant is not in every day, those who contemplate using this Library are advised to contact the Assistant before coming to the Centre.
- 10.3** Books may not be removed from the library unless permission is given by the Director and only after a record has been made of the relevant details.

Periodicals may not be removed except for photocopying, and that too only after permission is given by the Director and after a full record has been made of the items to be borrowed.

## **11.0 Use of the Manga Library**

- 11.1** The Centre's Manga Library is run by volunteers belonging to the Manga Club.
- 11.2** Opening hours vary from semester to semester and are different during non-teaching periods. Its hours depend upon the availability of volunteers, but the Library is generally open from 1:00 to 5:00 p.m. on most weekdays during the academic year. The Library is closed on weekends.
- 11.3** Borrowing is restricted to members of the Manga Club (for which the annual subscription is set at \$30.00 for 2006).
- 11.4** Those wishing more information may contact the Manga Library Administrator who is James Rampant in 2006 on 03 9905 9489.

For further information on any matters raised above, please contact the Administrative Assistant on (03) 9905 2260 or email to [japanese.studies.centre@arts.monash.edu.au](mailto:japanese.studies.centre@arts.monash.edu.au).