

How to Book Group Study Rooms

1. How to Book

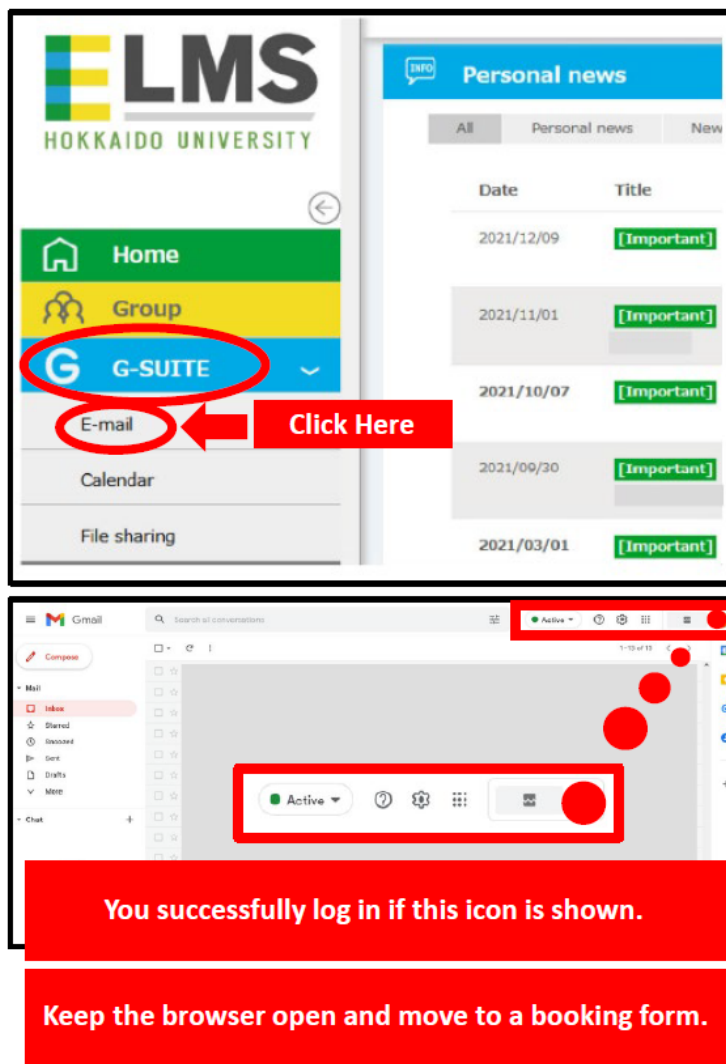
1. Log in to your ELMS account. Click “G-SUITE” and select “E-mail” so that you can automatically log in to your Google account on G-SUITE.

* Faculties are required to log in with your SSO-ID.

<https://www.global.hokudai.ac.jp/students/elms/>

You cannot reach a booking form without logging in to G-SUITE.

If you are not sure of your ELMS ID and password, or cannot log in to your ELMS account, please make a contact to Hokkaido University Center for Open Education.



2. Fill the booking form on the library website. Be sure that you remain on G-SUITE during this process.

2. Terms & Conditions

When you book the Group Study Rooms, please observe the following:

- You are a student or faculty of Hokkaido University and have your own ELMS/SSO ID.
 - * For those who do not have your own ELMS/SSO ID but are eager to use the study booths, please visit the circulation desk of the Central Library. If the booth is vacant, we offer you an immediate booking. Please note that immediate booking is available only for the day you visit.
- Group Study Rooms can be booked for up to four hours. Bookable schedule is shown as blank on the calendar and up to a week in advance. You are not allowed to extend the length of time to use.
- Booking is only available once per person.
 - * You cannot have more than one booking. New booking will be available from the day you use the room.
- If you want to change the schedule, please cancel your first booking from the cancellation form and then make a new one.
- You can make a cancellation by a day before your requested day. When you want to cancel a booking on the very day, please visit the circulation desk of the Central Library.
- If you have not made a booking and the room is vacant, please come to the circulation desk to make an immediate booking. You can still make this immediate booking even if you already have another one on the following day.
- We send you a confirmation mail once you complete booking. Make sure that you look over it before use.
- You cannot make a booking where others have already booked.
- There is a one-minute time-lag until your booking is confirmed on the calendar.
- Due to automatic maintenance, the booking and cancellation forms are closed for five minutes every midnight.

On the booking day, please observe the following:

- Check a confirmation mail and come to the circulation desk of the Central Library on time. Be sure to bring your student/faculty ID card.
- You will receive the key once there are at least 3 people in your group.
- At the end of use, you will be asked to submit a list of all persons in your group who used the room.

- Please disinfect the desks and ELMS-PC in the group study rooms before and after use.
- Please wear a mask in the room.
- Please let the air out of the room regularly by opening the windows (more than once in 30 mins., keep them open for a few minutes) and using room ventilation fan.
- Please note that your booking will be cancelled if you are more than 30 minutes late from the booking time.

We also:

- Recommend that you finish your work five minutes before the booking is over.
- Might refrain you from using the Group Study Rooms if you keep being late or breaking the rules stated above.

3. If you have any questions about the service:

- Please contact the Central Library between 9 am and 5 pm on weekdays.

Tel: 011-705-2971

Email address: service [at] lib.hokudai.ac.jp