

How to Book an Individual Study Booth

1. How to Book

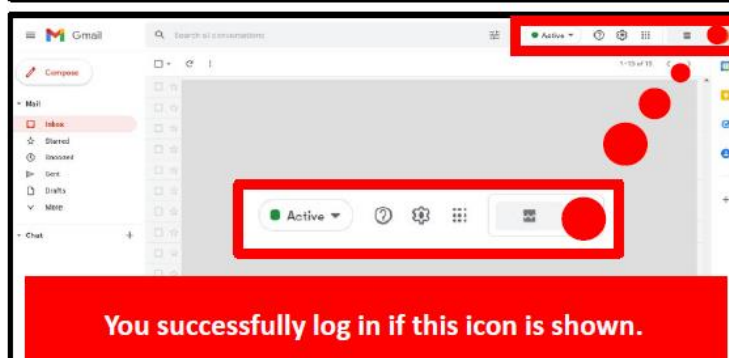
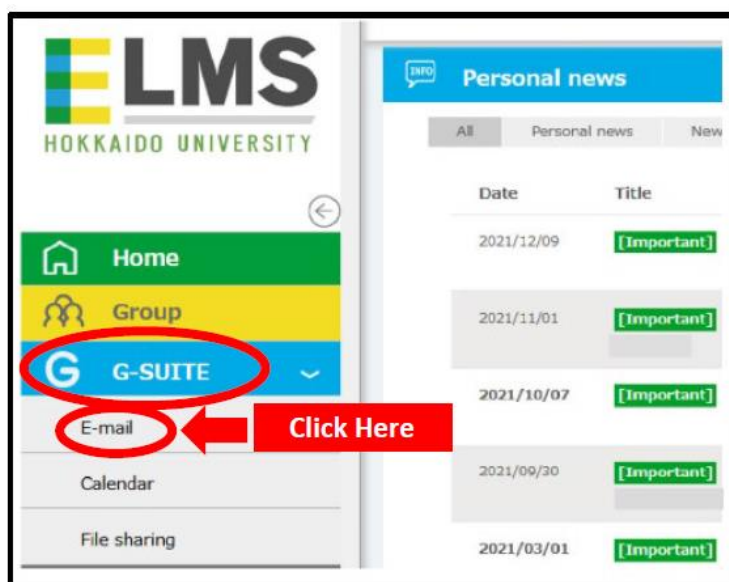
1. Log in to your ELMS account. Click “G-SUITE” and select “E-mail” so that you can automatically log in to your Google account on G-SUITE.

* 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.



Keep the browser open and move to a booking form.

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 study booths, 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.
- Individual study booths 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 booth.
- 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 booth 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 we ask that:

- 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.
- Clean and disinfect inside the booth before and after use.
- Please note that your booking will be cancelled if you are more than 30 minutes late from the booking time.
- Make sure a reasonable volume level is maintained while using the booth.

We also:

- Recommend that you finish your work five minutes before the booking is over.
- Might refrain you from using the study booths 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](mailto:service@lib.hokudai.ac.jp)