



1 Service

2 Theme Setting

3 Materials gathering

4 Evaluation/ Organization

5 Performance Disclosure

Guide 1-12 Reserve Rooms

Reserve Rooms allows users to reserve, change, or cancel reservations for individual study booth and group study room at Central Library and language laboratory and group study room at North Library.

▶ Reserve Rooms

①

Library HP

Login

Remote Access

Library Web Services

HU Library Online Catalog

Welcome Guest

Login

Help Keyboard Japanese

You can log in to Library Web Service from the top page of HU Library or the HU Library Online Catalog.

You can log in via following 2d code. ↓



②

Library Web Services

Check Status of Loan/Reservation/Extend a Loan

Change Password(for Library patron-ID)

Reserve Rooms

While logged in to Library Web Service, access the "Reserve Rooms" page.

[「HU Library Online Catalog > Library Web Service > Reserve Rooms」](#)

[「Top page of HU Library > Library Web Service > Reserve Rooms」](#)

③

Counter Purpose

2024 . 07 . 01 . (Monday)

※Please click on any time frame if new room reservation register

	Capacity	08	09	10	11	12	13
[Central Library] Individual Study Booth 1	1~1						
[Central Library] Individual Study Booth 2	1~1						
[Central Library] Individual Study Booth 3	1~1						
[Central Library] Individual Study Booth 4	1~1						
[Central Library] Individual Study Booth 5	1~1						
[Central Library] Individual Study Booth 6	1~1						
[Central Library] Individual Study Booth 7	1~1						
[Central Library] Group Study Room 1	3~6						

From the table, select the desired time slot for the facility you wish to reserve.

*You can reserve from one week before the desired use date.

*Each person can make a reservation once for each facility. You cannot use the same type of room more than once in a day.

*For more information on each facility, refer to the Memo.

④

Room Reservation Entry

Room Name

[Central Library] Individual Study Booth 1

date

2024.07.01

time

11:00 ~ 12:00

purpose

Please select and enter one of the following: Individual Study, Language Study, Group Study, Web Meeting.

E-mail address

number of persons

1

Continue

After checking the notes, fill in the required information and click the "continue" button.

Make sure the information is correct and click the "To apply" button to complete the reservation.

Continued to the back



Change or cancel a reservation

Room Reservation

- You need to log in to the library's web service to make a reservation. Those who are not part of this university cannot make a reservation.
- You can reserve from one week before the desired use date.
- Each person can make a reservation once for each of the following: [Central Library] Individual Study Booth, [Central Library] Group Study Room. *Note: Once a reservation is cancelled or the reservation end time has passed, you can make a reservation again in a day.
- You cannot use the same type of room more than once in a day.

Name: KOBAYASHI KANON Affiliation:

☒ Check of Status of Room Reservation

• 2024.07.01 (18:00 ~ 19:00) Counter : Central Library Room : [Central Library] Individual Study Booth 6

☒ Room Reservation Status



Click on a reservation displayed in the "Check of Status of Room Reservation" to open the edit screen.

You can change or cancel your reservation **yourself** from here.

- To make changes, edit the items to be changed and click the "Update" button.
- To cancel, click the "Reservation Cancel" button.

Room Name	[Central Library] Individual Study Booth
date	2024.07.01
time Required	18:00 ~ 19:00
purpose Required	Please select and enter one of the following: Individual Study
E-mail address	
number of persons	1



Facilities Available for Reservations



Central Library

【Individual Study Booth】

Available for online meeting and self-studying.

You can also use Barrier-free access booth.

* Make sure a reasonable volume level is maintained while using the booth.



North Library

【Language Laboratory】

You can use the language booth for your vocal training and online meeting.

Materials are on the shelf front of the Language Laboratory. You can choose a material and use it to the booth.



Central Library
North Library

【Group Study Room】

Group Study Rooms are spaces for study by multiple people, such as for independent seminars and report meetings.

Available for 3 or more people.

* They cannot be used for purposes other than study, such as circle activities or job hunting activities.