

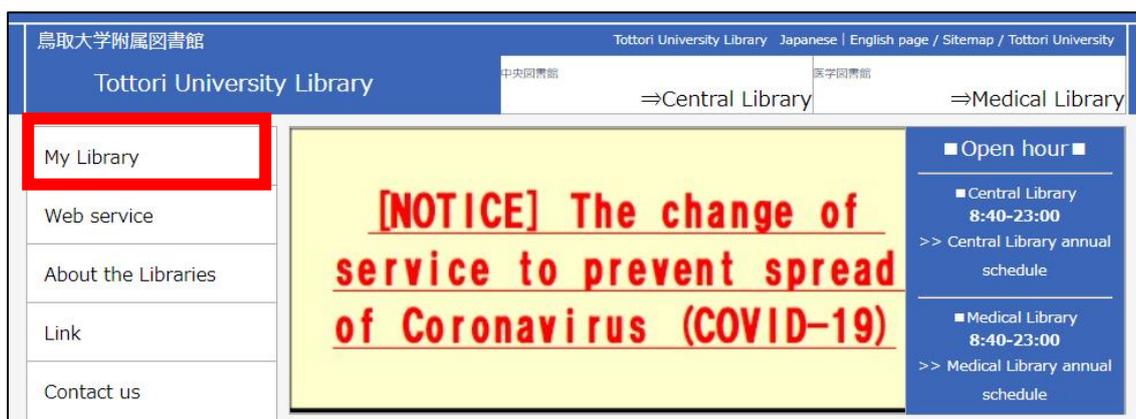
How to reserve rooms/booths in the library

Last update: Aug. 4, 2023

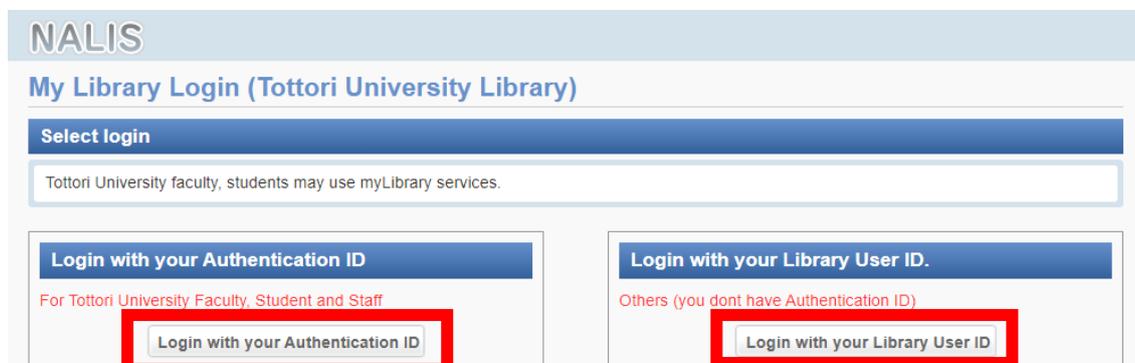
※You can make reservations for **[Group Study Room 1 and 2]**, **[Multipurpose Room 2 and 3]**, and **[Soundproof Booth]** in the following ways.

(**[Multipurpose Room 1]** cannot be reserved via the web, and **Work Booths** cannot be reserved.)

1. Log in to My Library from the library homepage.



↓ Click on the red border area



①If you have been issued a Authentication ID (Tottori University ID), you can go to the login page by clicking "Login with your Authentication ID".

②If you belong to Tottori University but have not been issued a Authentication ID (Library User ID holders), you can go to the login page by clicking "Login with your Library User ID".

※If you wish to obtain a new library user ID, please contact the address at the end of this guide or the library counter.

※Information about My Library can be found at the following link.

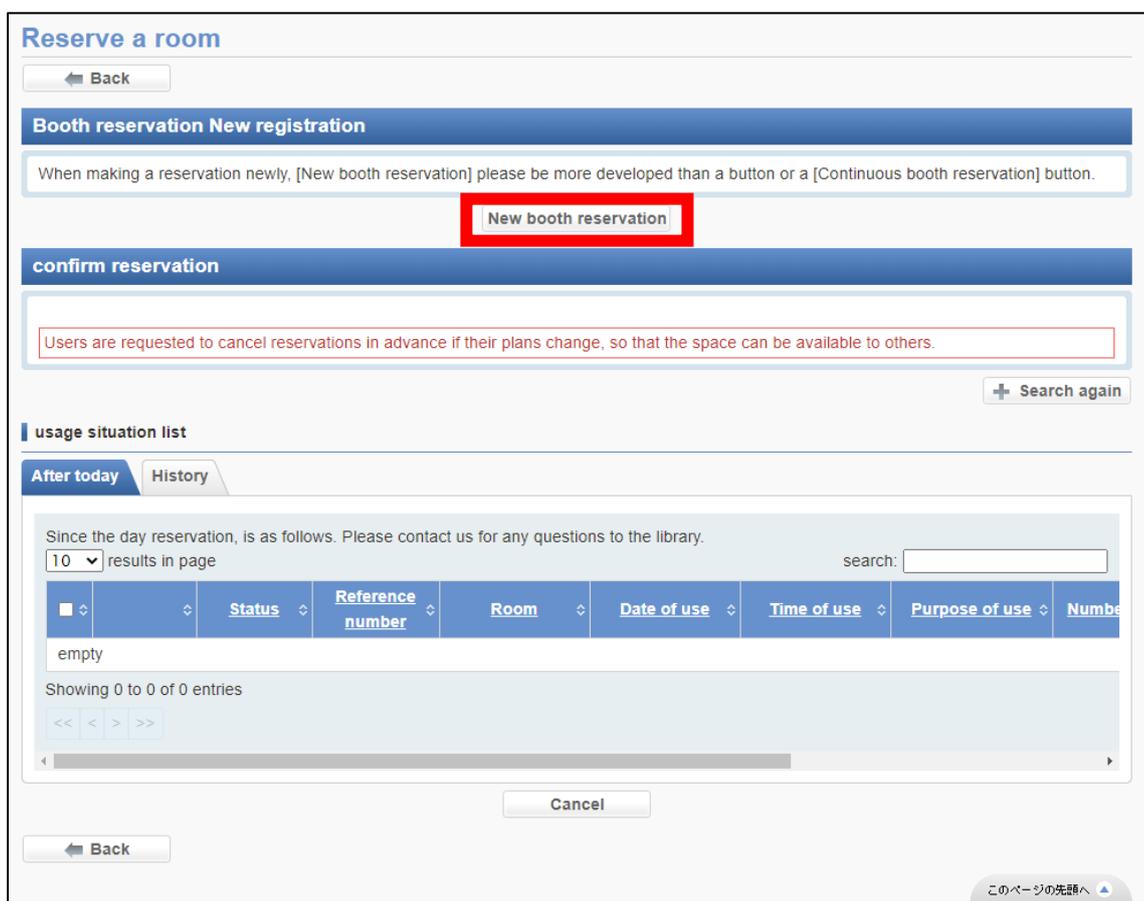
https://www.lib.tottori-u.ac.jp/gakunai/about_mylibrary.html

How to reserve rooms/booths in the library

2. Select "Booth Reservation(Central Library)" or "Booth Reservation (Medical Library)" from the menu at the top of the My Library screen.



3. Click on "New booth reservation"



How to reserve rooms/booths in the library

4. Set search criteria for "Room" and "Date" and click "Search".

Booth reservation

Booth reservation Search

After inputting information of facilities, [To confirmation screen], please be more developed than a button.
The reserved time is within 3 hours per once as a principle. When there isn't a back user, the extension is also possible.

Room ALL

Date 2022/11/30

Search

5. Check the reservation status displayed, and enter "Pre-reserve".
After entering the required information, click on "Check your pre-reserve".

Pre-reserve

2022/11/30

: Close : Booked : Bookable

	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00
Central Library Groupe study room 1	Bookable														
Central Library Groupe study room 2	Bookable														

Pre-reserve

User name SUGITA Karin

Staff/Student 事務職員・技術職員 Department 大学本部

Telephone number required

E-mail required

Room required Central Library Groupe study room 1

Date of use required 2022/11/30

Time of use required 時 00 分 ~ 時 00 分

Purpose of use required

Number of users required 名

Note

Check your pre-reserve Clear

※If any of the room users are off-campus, please indicate so in the "Note".

※Reservations can be applied for from 30 days prior to the date of use up to 30 minutes prior to use. If you wish to use the room within 30 minutes of application, please apply at the counter.

※Group Study Rooms and Multipurpose Rooms can be reserved up to 3 hours per day, and a Soundproof Booth can be reserved up to twice per day (within 90 minutes each time).

How to reserve rooms/booths in the library

6. A confirmation screen will appear.

If there are no deficiencies in your application, click "Pre-reserve".

Check your Pre-reserve			
User name	SUGITA Karin		
Staff/Student	事務職員・技術職員	Department	大学本部
Telephone number	000-0000-0000		
E-mail	toridai@tottori-u.ac.jp		
Room	Central Library Groupe study room 1		
Date of use	2022/11/30		
Time of use	10 : 00 ~ 12 : 00		
Purpose of use	study meeting		
Number of us	5		
Note			

Pre-reserve

7. The Booth reservation completion screen will appear and the reservation process will be completed.

Booth reservation completion

Reservation has been accepted.
You can check the status of your reservation from "Reservation Confirmation".

整理番号 0000040923

Reservation Confirmation

Additional reservation

Reserve a room

How to reserve rooms/booths in the library

★Once the reservation process is complete, the reservation status will be displayed on the My Library “Reserve a room” page (step 3 of this manual) as shown below.

The screenshot shows the 'Reserve a room' page with a 'Booth reservation New registration' section and a 'confirm reservation' section. A red dashed box highlights the 'usage situation list' section, which contains a table of reservations. The table has columns for Status, Reference number, Room, Date of use, Time of use, Purpose of use, and Number. A single reservation is listed with a status of 'Reserved'.

Status	Reference number	Room	Date of use	Time of use	Purpose of use	Number
Reserved	0000040860	Central Library Group study room 1	2022/11/30	10:00-12:00	study meeting	5

※ On the day you use the room, please come to the library counter and present your student or staff ID card. You will be given a key to the room you can use. And the key must be picked up by the person who made the reservation.

※ If 15 minutes elapses from the start time of use without notification, the reservation will be treated as cancelled.

※ Multipurpose Room 1 cannot be reserved through My Library. If you wish to use this room, please contact the following address. In addition, Work Booths cannot be reserved (immediate use only).

【Contact Information】

Central Library(Tottori Area) Circulation Sec.

Tel: (0857)31-5672 (ext. 7050)

E-mail: ac-shiryousa@ml.adm.tottori-u.ac.jp