

The Library Room Booking System User Guide

How do I sign-up?

If you have a [Library Account](#), just visit the [Library Room Booking System](#) homepage, enter your Student/Staff/Library ID and Library Account password and click on "Login".

If you forget your library password, click on "[Forgot your Library Password](#)" link. If you don't know what your ID is, click on "[Find out what your Student/Staff Library ID is](#)" link for information.



The Chinese University of Hong Kong
University Library System

LIBRARY ROOM BOOKING SYSTEM

PLEASE LOGIN

Student/Staff/Library ID :

Library Password:

Login

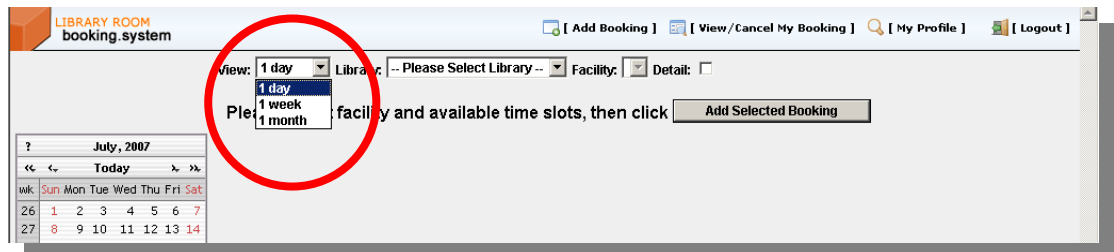
[FAQs](#) [User Guide](#) [Forgot your Library Password?](#)
[Find out what your Student/Staff/Library ID is](#)

How do I change views on the booking page?

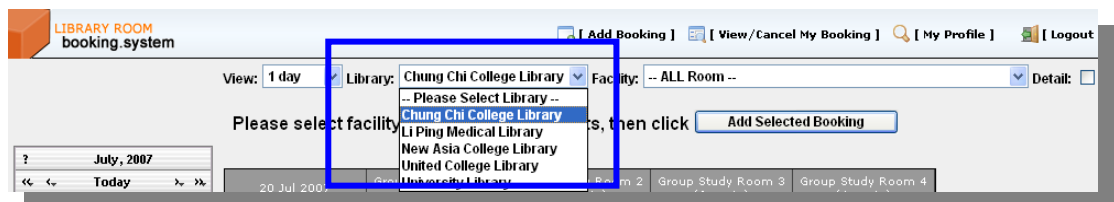
With Library Room Booking System, you can view the booking page for one or more rooms by day, by week and by month.

To change view by day:

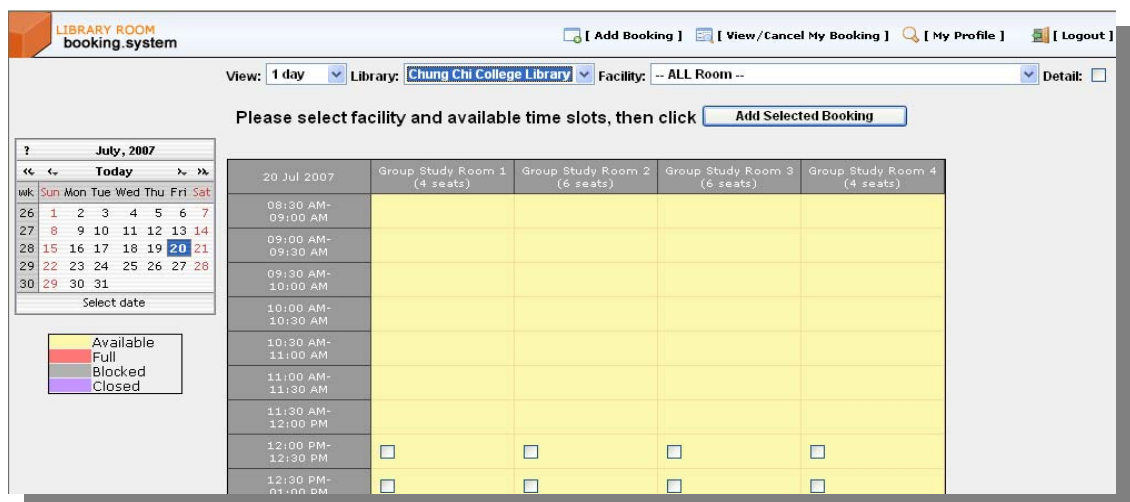
1. click on the View list and select 1 day



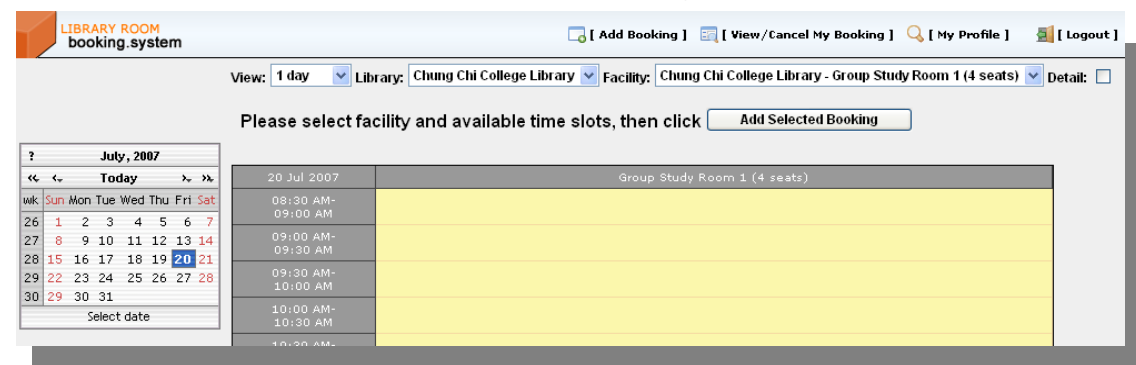
2. then click on the Library list and select the library



3. or alternatively, view all rooms for one day booking time slots

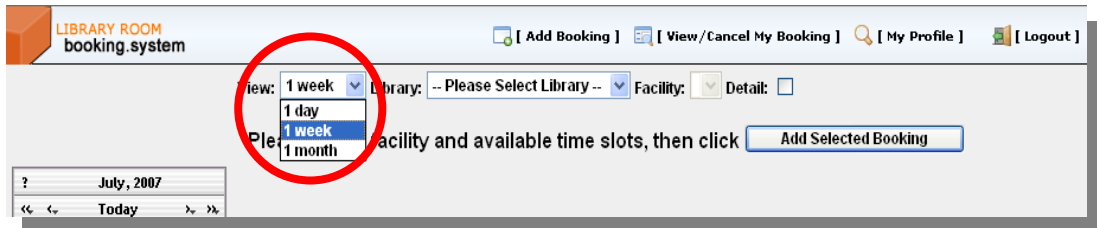


4. you can view one room with one day booking time slots

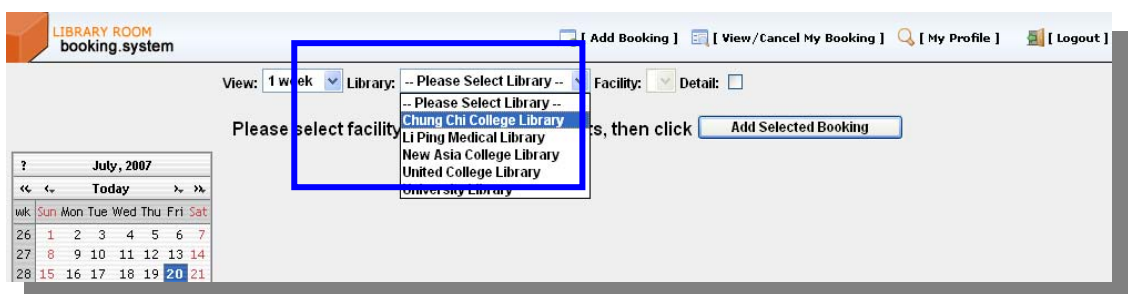


To change view by week:

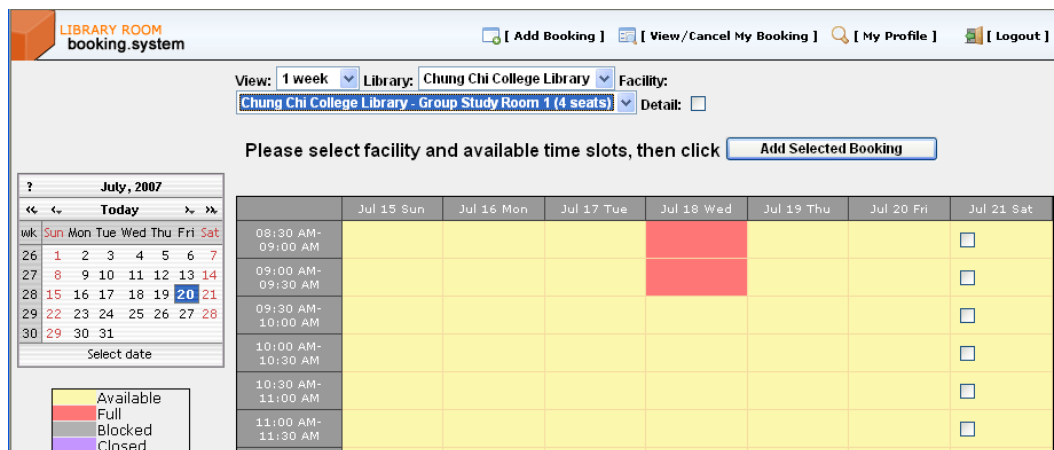
1. click on the View list and select 1 week



2. then click on the Library list and select the library

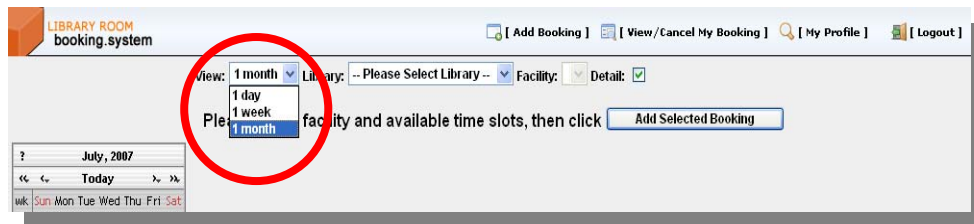


3. you can view one room with one week booking time slots

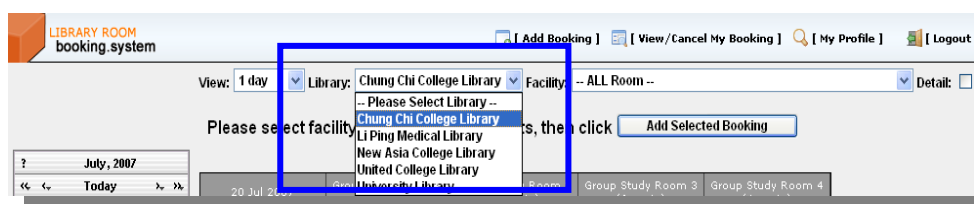


To change view by month:

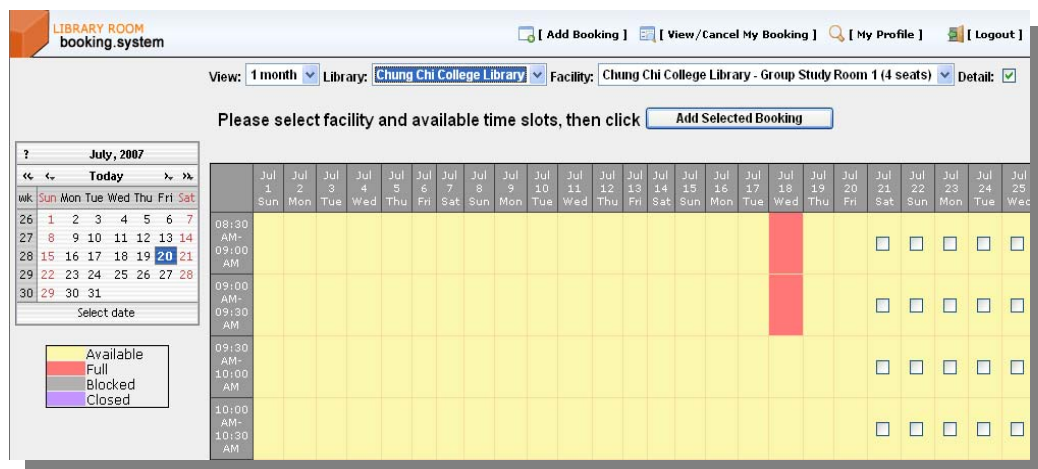
1. click on the View list and select either 1 day / 1 week / 1 month



2. then click on the Library list and select the library



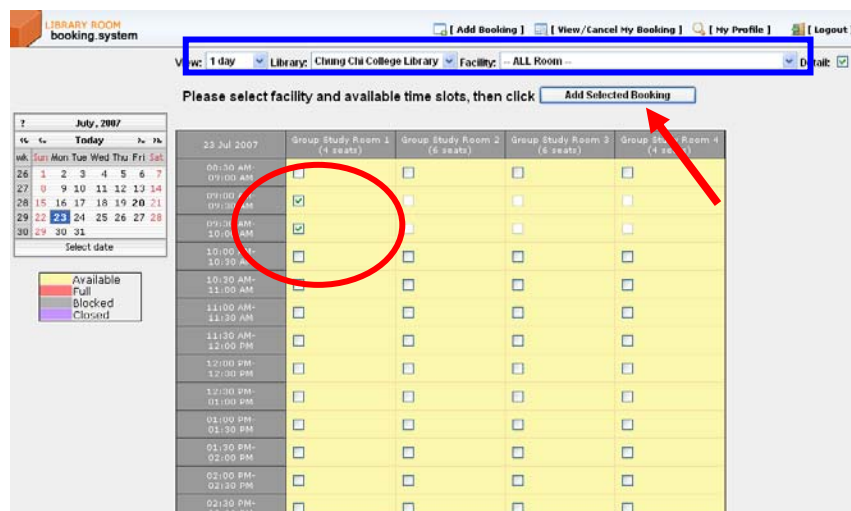
3. you can view one room with whole month booking time slots



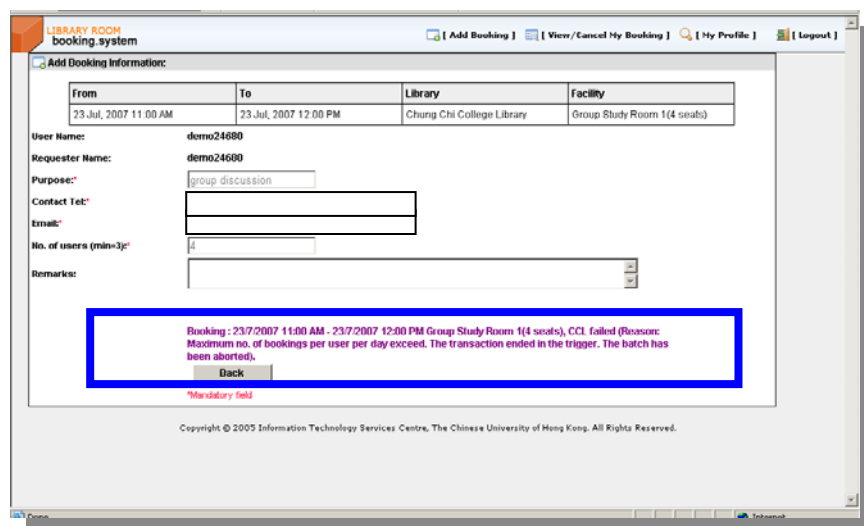
How do I make a booking?

Steps to make a room booking are as follows:

1. select your favorite view on room booking timeslots — 1 day 1 room / 1 day all rooms / 1 week 1 room / 1 month 1 room.
2. For example to select 1 day with all rooms, only advance timeslots shown on page:



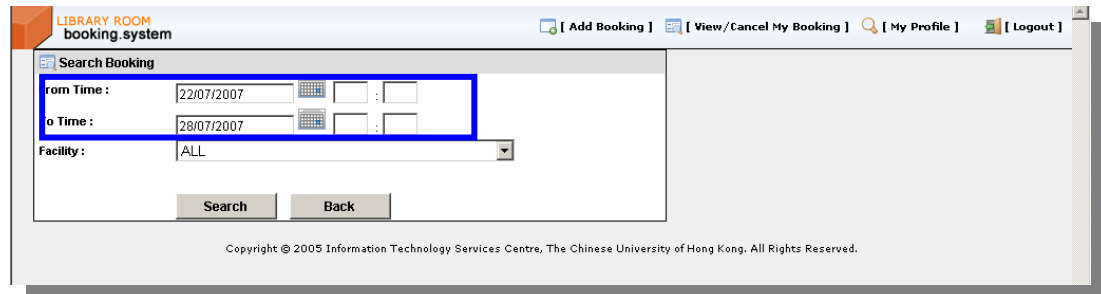
3. select the timeslots by checking the boxes, only one room can be booked at a time
4. press [Add Selected Booking] Button to confirm the selection
5. then you are directed to Add Booking Information page:



6. fill in the mandatory blank fields with * , and press [Confirm] Button
7. A booking message with booking room details will be shown on page
8. A notification email will be sent to your mailbox

How do I search and view my bookings?

To search for your booking records, select the menu link **[View / Cancel my booking](#)**, you are directed to a Search Booking page:



LIBRARY ROOM
booking.system

[Add Booking] [View/Cancel My Booking] [My Profile] [Logout]

Search Booking

From Time : 22/07/2007

To Time : 28/07/2007

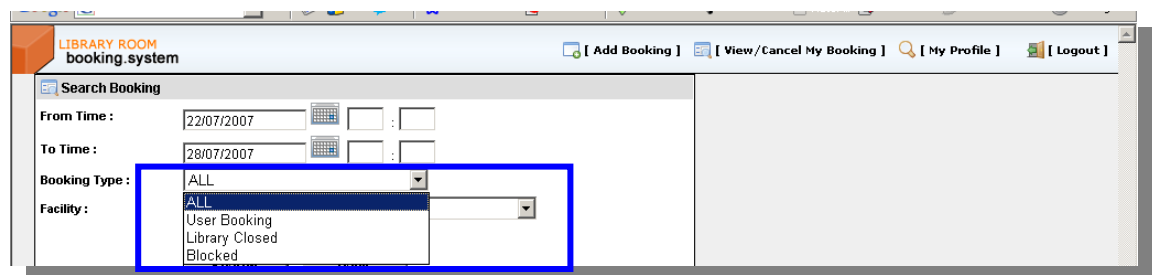
Facility : ALL

Search Back

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By default, the search period is predefined one week in advance, you can adjust the date period and even the From Time and To Time to narrow the search scope.

You can specify the booking type by either User Booking, Library Closed or Blocked timeslots or simply ALL.



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booking.system

[Add Booking] [View/Cancel My Booking] [My Profile] [Logout]

Search Booking

From Time : 22/07/2007

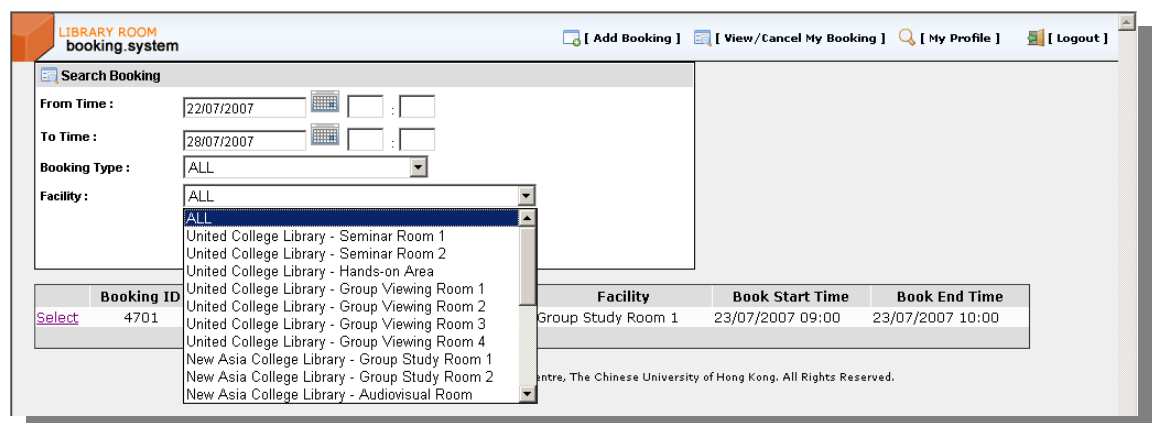
To Time : 28/07/2007

Booking Type : ALL

Facility :

ALL
User Booking
Library Closed
Blocked

You can also specify the room to whatever library or simply ALL rooms in all libraries from the drop down list.



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booking.system

[Add Booking] [View/Cancel My Booking] [My Profile] [Logout]

Search Booking

From Time : 22/07/2007

To Time : 28/07/2007

Booking Type : ALL

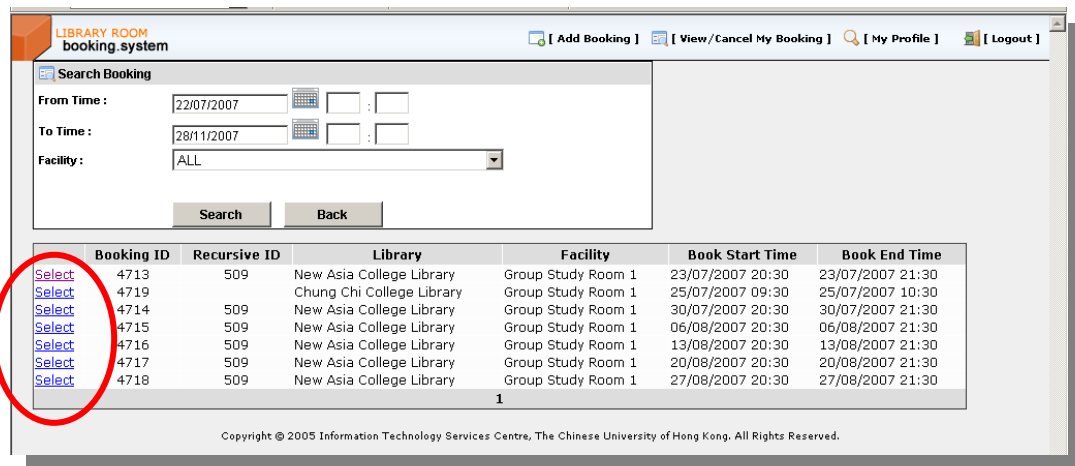
Facility :

ALL
United College Library - Seminar Room 1
United College Library - Seminar Room 2
United College Library - Hands-on Area
United College Library - Group Viewing Room 1
United College Library - Group Viewing Room 2
United College Library - Group Viewing Room 3
United College Library - Group Viewing Room 4
New Asia College Library - Group Study Room 1
New Asia College Library - Group Study Room 2
New Asia College Library - Audiovisual Room

Booking ID	Facility	Book Start Time	Book End Time
Select 4701	Group Study Room 1	23/07/2007 09:00	23/07/2007 10:00

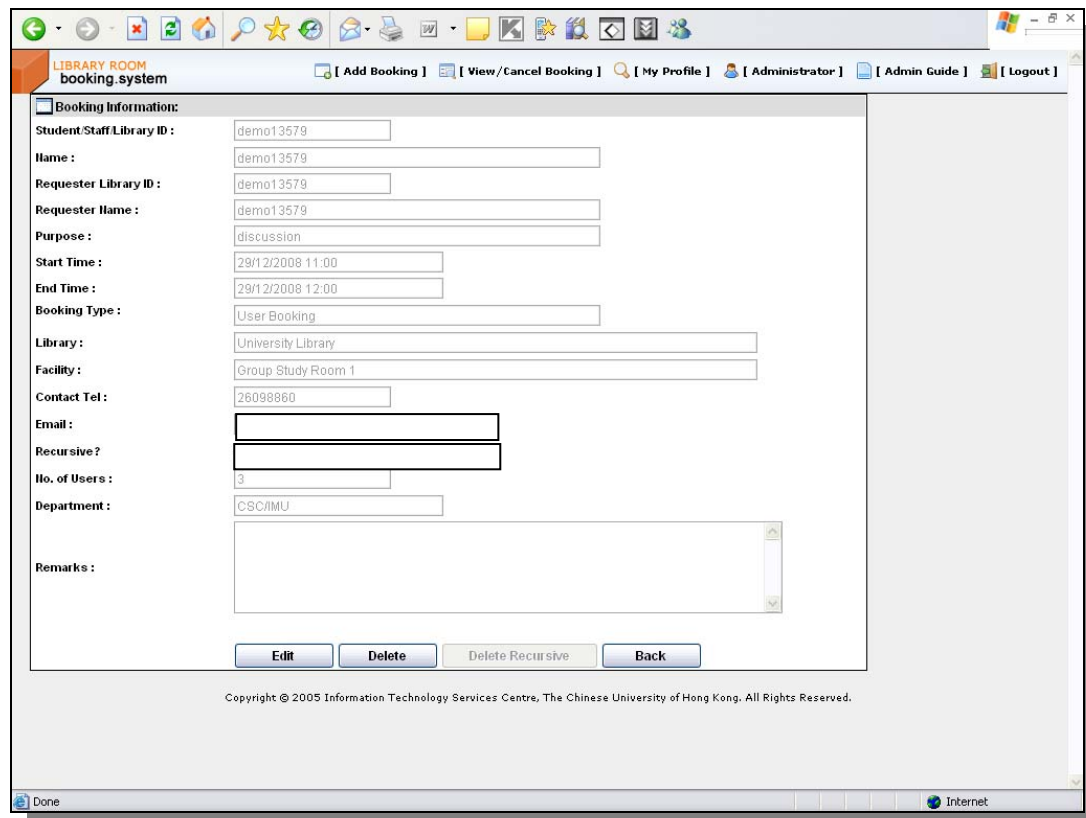
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The search result for your own booking records will be shown on page:



	Booking ID	Recursive ID	Library	Facility	Book Start Time	Book End Time
Select	4713	509	New Asia College Library	Group Study Room 1	23/07/2007 20:30	23/07/2007 21:30
Select	4719		Chung Chi College Library	Group Study Room 1	25/07/2007 09:30	25/07/2007 10:30
Select	4714	509	New Asia College Library	Group Study Room 1	30/07/2007 20:30	30/07/2007 21:30
Select	4715	509	New Asia College Library	Group Study Room 1	06/08/2007 20:30	06/08/2007 21:30
Select	4716	509	New Asia College Library	Group Study Room 1	13/08/2007 20:30	13/08/2007 21:30
Select	4717	509	New Asia College Library	Group Study Room 1	20/08/2007 20:30	20/08/2007 21:30
Select	4718	509	New Asia College Library	Group Study Room 1	27/08/2007 20:30	27/08/2007 21:30

To view the booking record details, click Select, you are directed to a Booking Information page:



Booking Information:

Student/Staff/Library ID: demo13579

Name: demo13579

Requester Library ID: demo13579

Requester Name: demo13579

Purpose: discussion

Start Time: 29/12/2008 11:00

End Time: 29/12/2008 12:00

Booking Type: User Booking

Library: University Library

Facility: Group Study Room 1

Contact Tel: 26098860

Email: [Redacted]

Recursive?: [Redacted]

Ho. of Users: 3

Department: CSC/IMU

Remarks: [Redacted]

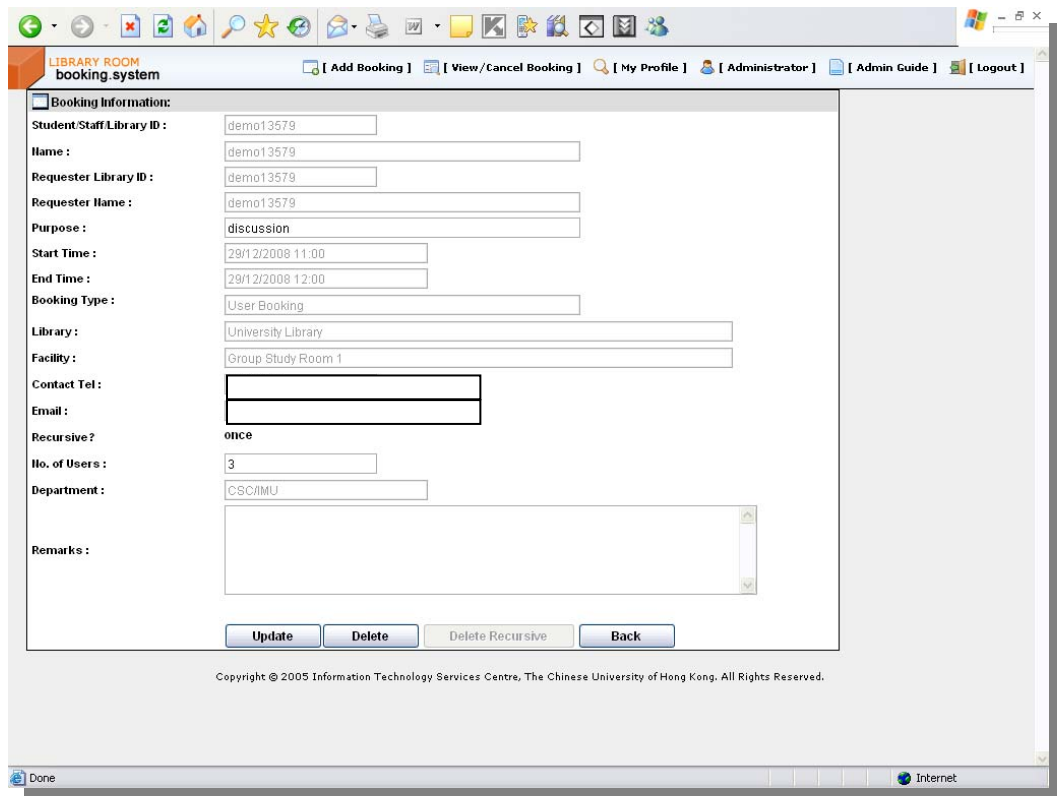
Buttons: Edit, Delete, Delete Recursive, Back

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How do I update my bookings?

The Booking Information page shows you every single details of your booking record, you may edit the booking record fields such as Purpose, Contact Tel. and No. of users. Other fields are not allowed to be updated for data integrity.

To click on the [Edit] Button, the fields will then be opened for your editing, click [Update] Button to confirm.



The screenshot displays the 'LIBRARY ROOM booking.system' interface. The 'Booking Information' section includes the following fields and values:

- Student/Staff/Library ID: demo13579
- Name: demo13579
- Requester Library ID: demo13579
- Requester Name: demo13579
- Purpose: discussion
- Start Time: 29/12/2008 11:00
- End Time: 29/12/2008 12:00
- Booking Type: User Booking
- Library: University Library
- Facility: Group Study Room 1
- Contact Tel: [Empty field]
- Email: [Empty field]
- Recursive?: once
- No. of Users: 3
- Department: CSC/IMU
- Remarks: [Empty text area]

At the bottom of the form, there are four buttons: Update, Delete, Delete Recursive, and Back.

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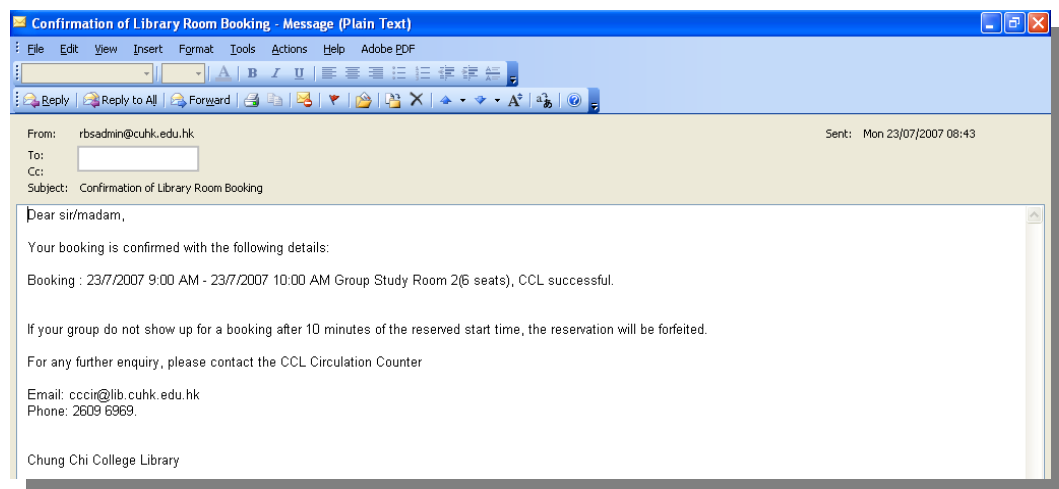
How do I delete my bookings?

At this point, you may also delete the booking record by clicking the [**Delete**] Button. A delete booking notification email will be sent to your email account.

How do I change the default notification settings (i.e. email address) to receive notification email?

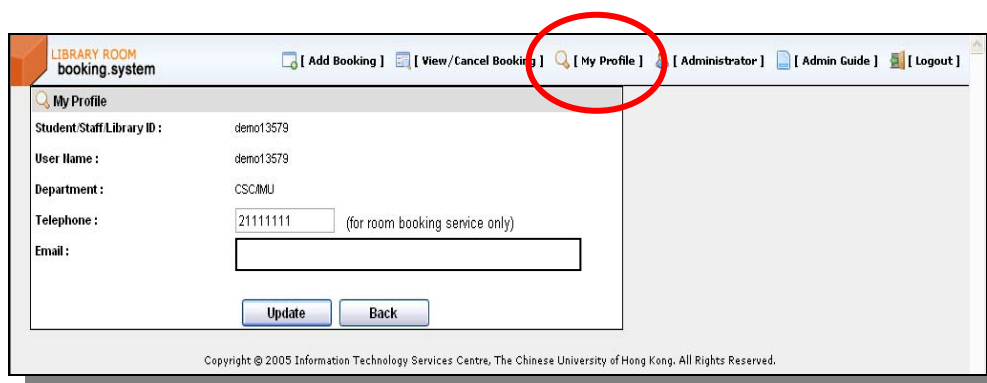
After every booking is made, a notification email will be sent out from Library Booking System to your email account. If you wish to change your email account to receive notification email, you have to login to "[My Library Record](#)" and select **Add/Update Your Email Address** to update your email address.

A sample notification email content is shown as below:

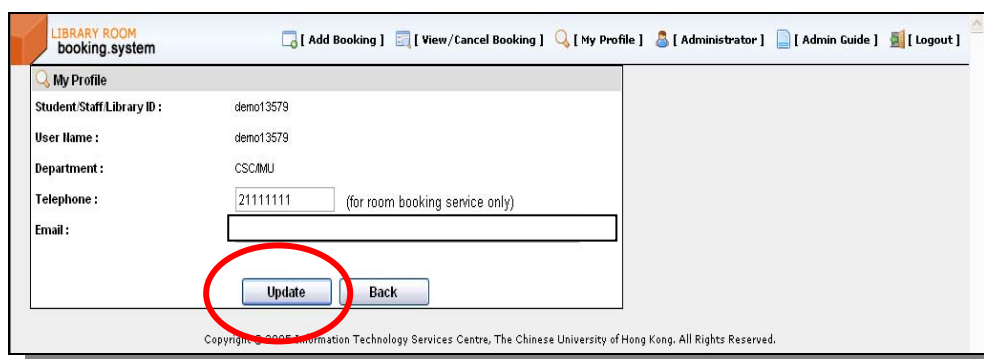


How do I view my profile?

Click on submenu [\[My Profile\]](#), you will see your personal data shown on page. Information shown on My Profile page is extracted from your personal file in University Library System.



Only the Telephone field is allowed to be edited as this number is only used for room booking service. To change your telephone number, press [\[Edit\]](#) Button and update your number and then press [\[Update\]](#) Button to confirm.



Exit from Library Room Booking System

Press submenu [\[Logout\]](#) to exit to the system, you are directed to the login front page.