Lingnan 嶺南大學 University 香港 Hong Kong

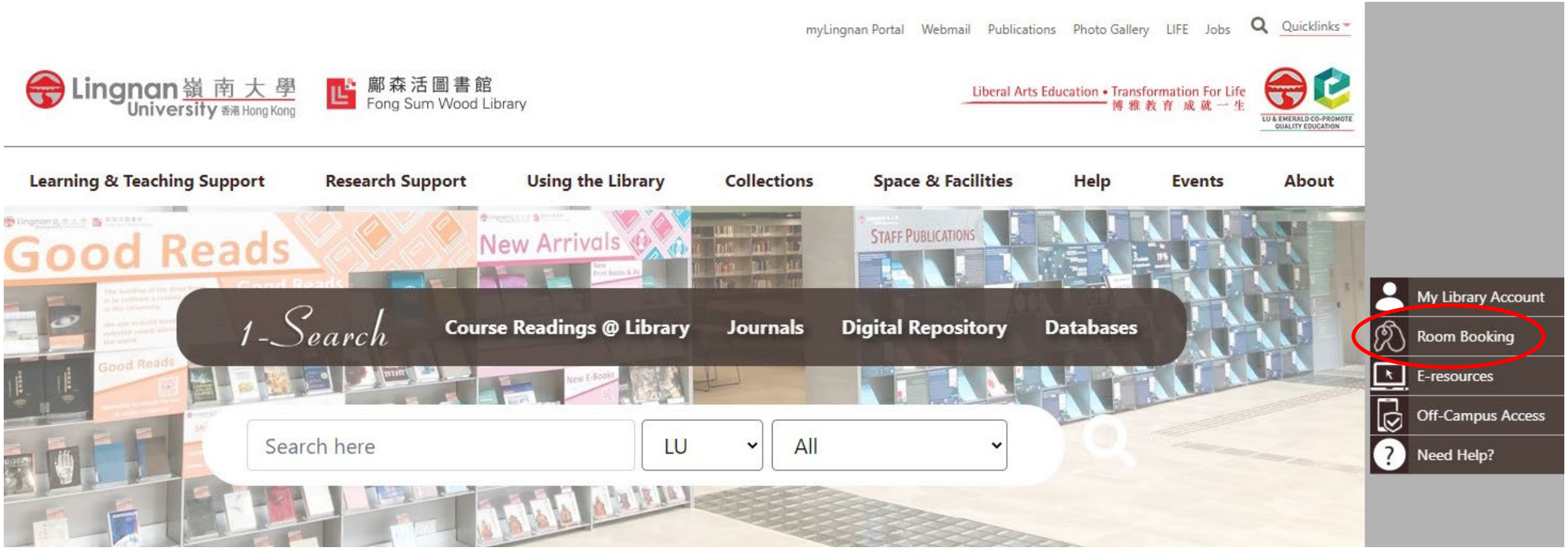
鄺森活圖書館 Fong Sum Wood Library

Library Rooms/Facilities Booking System

User Manual

STEP 1

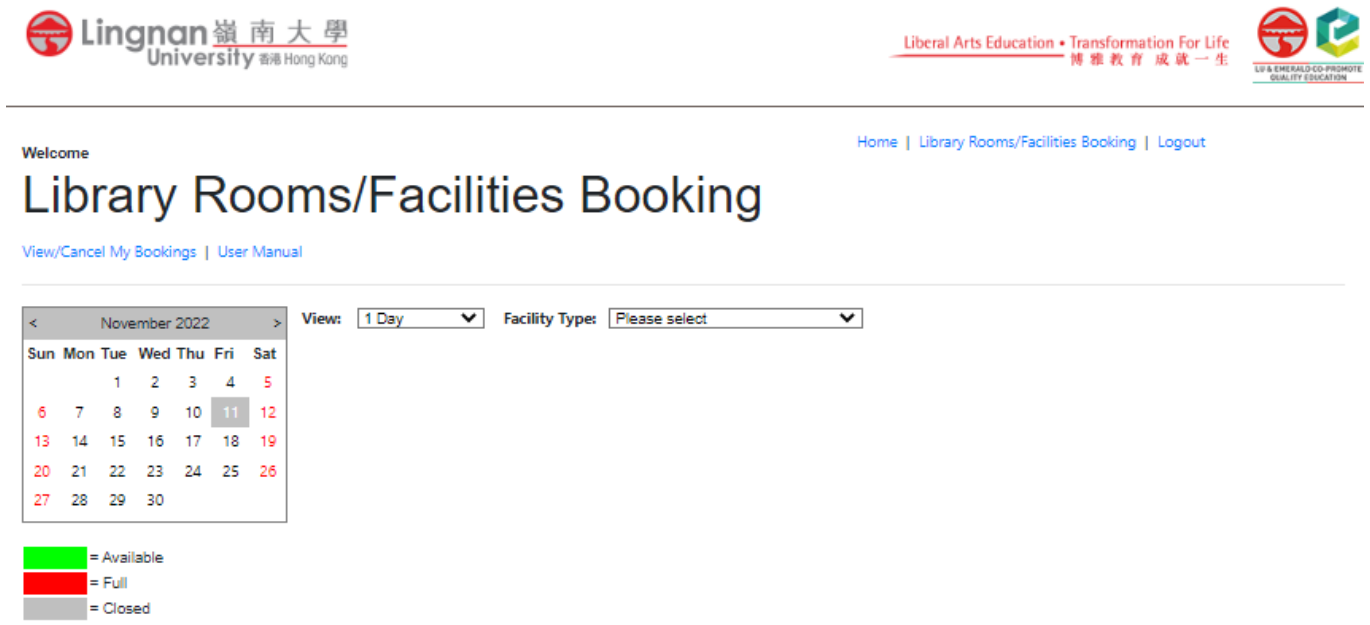
- Go to Library website https://www.library.ln.edu.hk/
- Select ‘Room Booking’



STEP 2

- Access ‘Room Booking System’

Eligible users can make use of the Library Room/Facilities Booking System to book the following rooms and facilities:



Rooms

Individual Study Rooms

Group Study Rooms

Facilities

Microfilm Workstation

Library-Use-Only Database Workstations

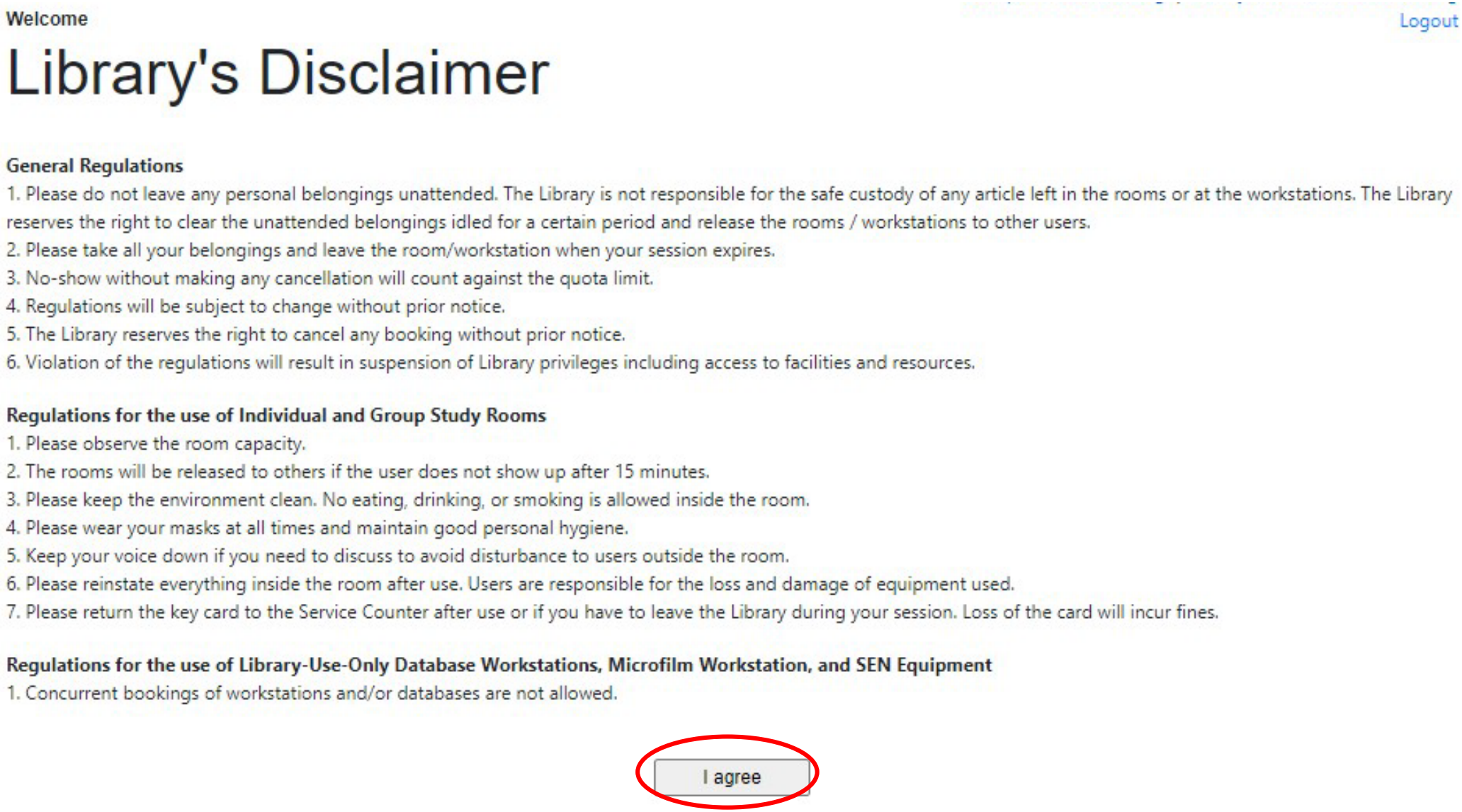
Special Educational Needs (SEN) Equipment

STEP 3

- Log in with Lingnan Login ID and Password

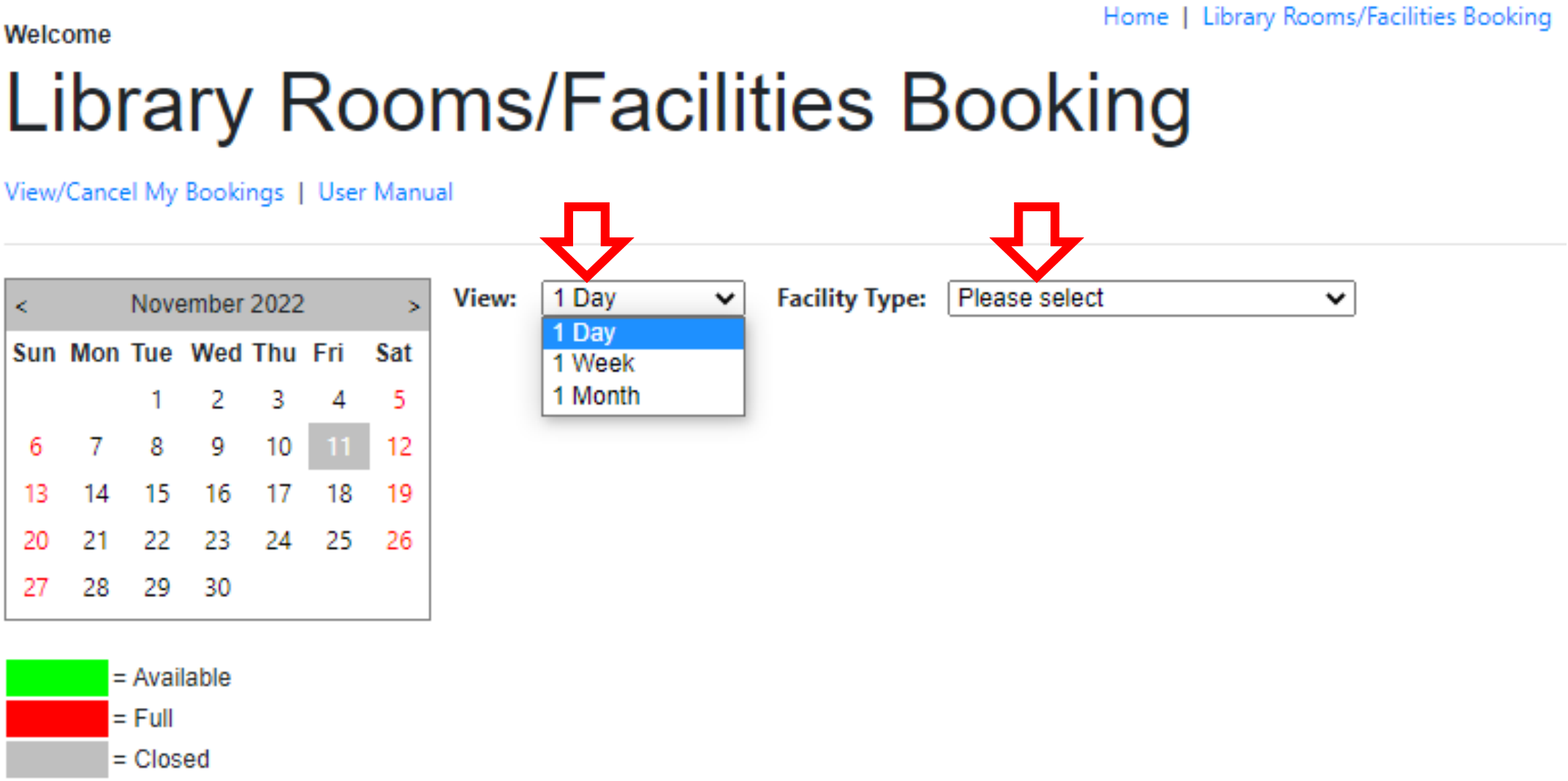
STEP 4

- Read Library’s Disclaimer
- Click ‘I agree’



STEP 5

- Select the period for View and Facility Type



1-Day view shows the availability of different Rooms of the same Type

View: 1 Day | Facility Type: Library Individual Study Room | Facility: All

Please select facility and available time slots, then click [Add Selected Booking]

2022/11/09 (Wed)	Individual Study Room 1 (1/F) (1 Seat)	Individual Study Room 2 (1/F) (1 Seat)	Individual Study Room 3 (1/F) (1 Seat)	Individual Study Room 4 (1/F) (1 Seat)	Individual Study Room 5 (1/F) (1 Seat)	Individual Study Room 6 (1/F) (1 Seat)	Individual Study Room 7 (1/F) (1 Seat)	Individual Study Room 8 (1/F) (1 Seat)	Individual Study Room 9 (1/F) (1 Seat)	Individual Study Room 10 (1/F) (1 Seat)	Individual Study Room 11 (1/F) (1 Seat)
08:30 - 09:00											
09:00 - 09:30											
09:30 - 10:00											
10:00 - 10:30											
10:30 - 11:00											
11:00 - 11:30											
11:30 - 12:00	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
12:00 - 12:30	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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18:00 - 18:30	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
18:30 - 19:00	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
19:00 - 19:30	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
19:30 - 20:00	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20:00 - 20:30	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

1-Week/1-Month shows the availability of a particular Facility

View: 1 Week **Facility Type:** Group Study Room **Facility:** Group Study Room 1 (1/F)

Please select facility and available time slots, then click Add Selected Booking

	Nov 6 Sun	Nov 7 Mon	Nov 8 Tue	Nov 9 Wed	Nov 10 Thu	Nov 11 Fri	Nov 12 Sat
08:30 - 09:00					☐	☐	
09:00 - 09:30					☐	☐	
09:30 - 10:00					☑	☐	☐
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16:30 - 17:00				☐	☐	☐	☐
17:00 - 17:30				☐	☐	☐	☐

STEP 6

Choose the available time slots, click ‘Add Selected Booking’

View: 1 Week **Facility Type:** Group Study Room **Facility:** Group Study Room 1 (1/F)

Please select facility and available time slots, then click Add Selected Booking

	Nov 6 Sun	Nov 7 Mon	Nov 8 Tue	Nov 9 Wed	Nov 10 Thu	Nov 11 Fri	Nov 12 Sat
08:30 - 09:00					☐	☐	
09:00 - 09:30					☐	☐	
09:30 - 10:00					☑	☐	☐
10:00 - 10:30					☑	☐	☐
10:30 - 11:00					☐	☐	☐

An error message will appear if selected time slots exceed quota

	Quota
Individual Study Room	•2 sessions per day (maximum 2 hours per session) •4 sessions per week
Group Study Room	•2 sessions per week (maximum 2 hours per session)

Facility Type: Group Study Room **Facility:** Group Study Room 1 (1/F)

vailable time slots, then click Add Selected Booking The selected time slot (2022/11/16 10:30 - 13:30) exceed max duration (120 minutes) per booking.

Nov 2 Wed	Nov 3 Thu	Nov 4 Fri	Nov 5 Sat	Nov 6 Sun	Nov 7 Mon	Nov 8 Tue	Nov 9 Wed	Nov 10 Thu	Nov 11 Fri	Nov 12 Sat	Nov 13 Sun	Nov 14 Mon	Nov 15 Tue	Nov 16 Wed
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														☐

STEP 7

- To confirm booking, click ‘Submit’ and ‘Close’
- You will receive a notification email if the booking is confirmed

Date	Start Time	End Time	Facility Type	Facility
2022/11/10 (Thu)	16:00	17:00	Individual Study Room	Individual Study Room 11 (1/F)

* Mandatory Field

Login Name* Lingnan Login ID

Name* Your Full Name

Student/Staff ID* Your Student/Staff ID

Email* Lingnan Email Address

General Regulations

1. Please do not leave any personal belongings unattended. The Library is not responsible for the saf
Library reserves the right to clear the unattended belongings idled for a certain period and release th
2. Please take all your belongings and leave the room/workstation when your session expires.
3. No-show without making any cancellation will count against the quota limit.
4. Regulations will be subject to change without prior notice.
5. The Library reserves the right to cancel any booking without prior notice.
6. Violation of the regulations will result in suspension of Library privileges including access to facilities and resources.

Regulations for the use of Individual and Group Study Rooms

1. Please observe the room capacity.
2. The rooms will be released to others if the user does not show up after 15 minutes.
3. Please keep the environment clean. No eating, drinking, or smoking is allowed inside the room.
4. Please wear your masks at all times and maintain good personal hygiene.
5. Keep your voice down if you need to discuss to avoid disturbance to users outside the room.
6. Please reinstate everything inside the room after use. Users are responsible for the loss and damage of equipment used.
7. Please return the key card to the Service Counter after use or if you have to leave the Library during your session. Loss of the

Regulations for the use of Library-Use-Only Database Workstations, Microfilm Workstation, and SEN Equipment

1. Concurrent bookings of workstations and/or databases are not allowed.

☑ I agree the above disclaimer.

Submit Back Cancel

Your booking is successful.
To claim your booking, please follow the on - screen instruction to tap LU Card(s) to the card reader outside the room within first 15 mins of your booking session.

Close

STEP 8

- Claim your booking by tapping your own LU Card to the card reader outside the room
- Claim your booking 5 mins in advance if the room is idle
- Booking not claimed within 15 mins will be released
- Tap your card(s) to claim every (consecutive) booking
- **Cancel your booking if you don't need the Room**
- **No-show will count against your quota limit**

When claiming Group Study Rooms, follow the on-screen instructions below

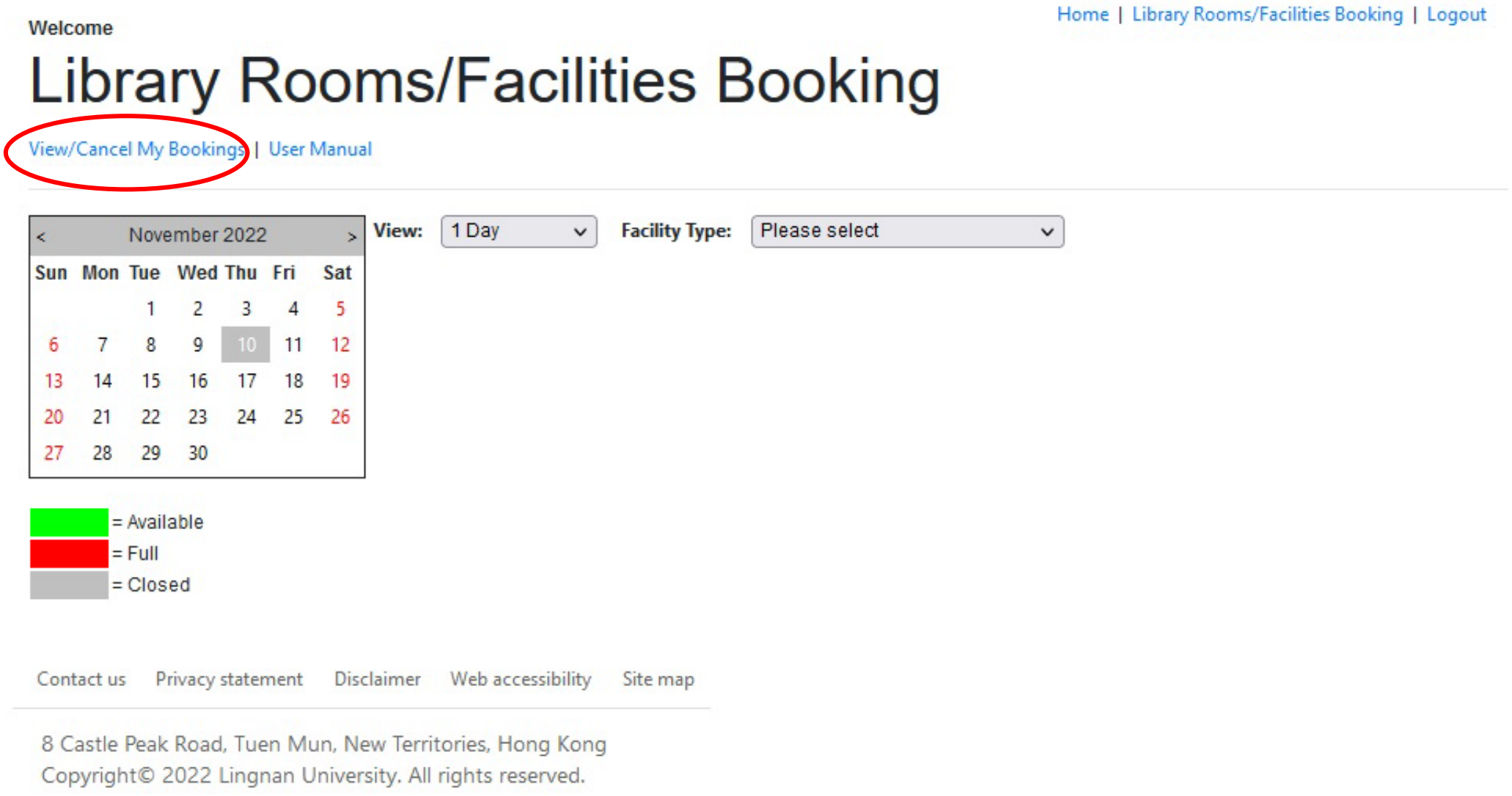
One of the other Room users

The user who made the booking

- **Both users' booking quota will be counted**
- **Only the Requester can re-enter the room with his/her card**

STEP 9

To view or cancel bookings, click ‘View/Cancel My Bookings’



STEP 10

- Press ‘Search’

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Welcome

Home | Library Rooms/Facilities Booking | Logout

View/Cancel My Bookings

Transaction Date: To

Booking Date: To

Room/Facility Type: Any

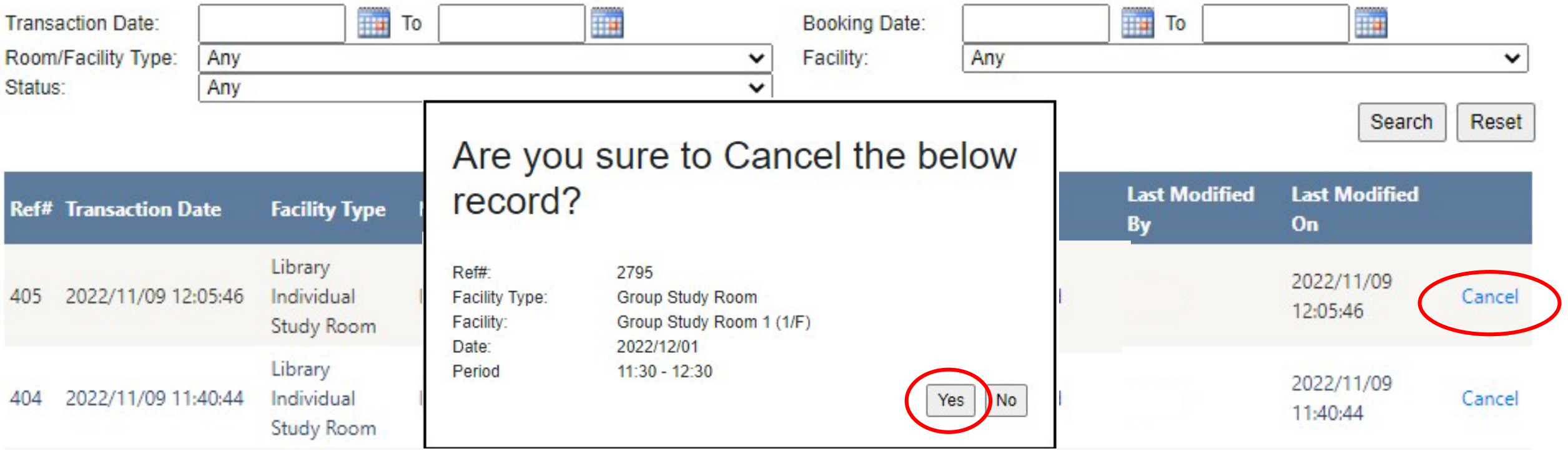
Facility: Any

Status: Any

Search Reset

STEP 11

- Press ‘Cancel’ for the selected booking
- Press ‘Yes’ to confirm the cancellation



STEP 12

- The status has been updated to ‘Cancelled’
- You will receive a notification email if the booking is cancelled

Date	Start Time	End Time	Facility Type	Facility	Ref#	Status	Transaction Date	Last Modified By	Last Modified On
2022/12/01	11:30	12:30	Group Study Room	Group Study Room 1 (1/F)	2795	Cancelled	2022/12/01 09:40:09		2022/12/01 10:11:40