

Library Rooms/Facilities Booking System

User Manual



1

STEP

- Go to Library website <https://www.library.ln.edu.hk/>
- Select 'Room Booking'

myLingnan Portal Webmail Publications Photo Gallery LIFE Jobs Quicklinks

Lingnan 嶺南大學 University 香港 Hong Kong

鄭森活圖書館 Fong Sum Wood Library

Liberal Arts Education • Transformation For Life 博雅教育 成就一生

LU & EMERALD CO-PROMOTE QUALITY EDUCATION

Learning & Teaching Support Research Support Using the Library Collections Space & Facilities Help Events About

Good Reads

New Arrivals

STAFF PUBLICATIONS

1-Search Course Readings @ Library Journals Digital Repository Databases

Search here LU All

My Library Account

Room Booking

E-resources

Off-Campus Access

Need Help?

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:



Liberal Arts Education • Transformation For Life
博雅教育 成就一生



Welcome

[Home](#) | [Library Rooms/Facilities Booking](#) | [Logout](#)

Library Rooms/Facilities Booking

[View/Cancel My Bookings](#) | [User Manual](#)

View: Facility Type:

November 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

= Available
 = Full
 = Closed

Rooms

Individual Study Rooms

Group Study Rooms

Facilities

Microfilm Workstation

Library-Use-Only Database Workstations

Special Educational Needs (SEN) Equipment

3

STEP

- Log in with Lingnan Login ID and Password



Sign in with your Lingnan account

Sign in

[\[Change Password\]](#)

[\[Forgot Password\]](#)

[\[Forgot Username \(Alumni Only\)\]](#)

[\[Need Help\]](#)



STEP

4

- Read Library's Disclaimer
- Click 'I agree'

Welcome

[Logout](#)

Library's Disclaimer

General Regulations

1. Please do not leave any personal belongings unattended. The Library is not responsible for the safe custody of any article left in the rooms or at the workstations. The Library reserves the right to clear the unattended belongings idled for a certain period and release the rooms / workstations to other users.
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 card will incur fines.

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

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STEP

- Select the period for View and Facility Type

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November 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
27	28	29	30			

View:

1 Day
1 Day
1 Week
1 Month

Facility Type:

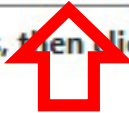
Please select

-  = Available
-  = Full
-  = Closed

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

View: Facility Type: Facility:

Please select facility and available time slots, then click



	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					<input type="checkbox"/>	<input type="checkbox"/>	
09:00 - 09:30					<input type="checkbox"/>	<input type="checkbox"/>	
09:30 - 10:00					<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10:00 - 10:30					<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10:30 - 11:00					<input type="checkbox"/>	<input type="checkbox"/>	
11:00 - 11:30				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11:30 - 12:00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12:00 - 12:30				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12:30 - 13:00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13:00 - 13:30				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13:30 - 14:00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14:00 - 14:30				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14:30 - 15:00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15:00 - 15:30				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15:30 - 16:00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16:00 - 16:30				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16:30 - 17:00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17:00 - 17:30				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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STEP

Choose the available time slots, click 'Add Selected Booking'

View: Facility Type: Facility:

Please select facility and available time slots, then click

	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					<input type="checkbox"/>	<input type="checkbox"/>	
09:00 - 09:30					<input type="checkbox"/>	<input type="checkbox"/>	
09:30 - 10:00					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00 - 10:30					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30 - 11:00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

An error message will appear if selected time slots exceed quota

	Quota
Individual Study Room	<ul style="list-style-type: none"> •2 sessions per day (maximum 2 hours per session) •4 sessions per week
Group Study Room	<ul style="list-style-type: none"> •2 sessions per week (maximum 2 hours per session)

Facility Type: Facility:

available time slots, then click 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

- 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

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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 key card will result in suspension of Library privileges.

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

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STEP

- 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

Lingnan 嶺南大學 University in Hong Kong 鄭森浩圖書館 Fong Sum Wood Library

Group Study Room 1 (4 Seats)

Tap card to claim:

① 1 LU Card of **Group Member**

② LU Card of **Requestor** who made the booking

Scan to book:

- 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

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

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

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20	21	22	23	24	25	26
27	28	29	30			

View:




1 Day



Facility Type:

Please select



-  = Available
-  = Full
-  = Closed

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STEP

• Press 'Search'

Welcome

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View/Cancel My Bookings

Transaction Date:

  To 

Room/Facility Type:

Status:

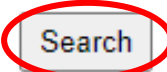
 

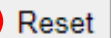
Booking Date:

  To 

Facility:





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STEP

- Press 'Cancel' for the selected booking
- Press 'Yes' to confirm the cancellation

Transaction Date: To Booking Date: To

Room/Facility Type: Any Facility: Any

Status: Any

Search Reset

Ref#	Transaction Date	Facility Type	Last Modified By	Last Modified On	
405	2022/11/09 12:05:46	Library Individual Study Room		2022/11/09 12:05:46	Cancel
404	2022/11/09 11:40:44	Library Individual Study Room		2022/11/09 11:40:44	Cancel

Are you sure to Cancel the below record?

Ref#: 2795
Facility Type: Group Study Room
Facility: Group Study Room 1 (1/F)
Date: 2022/12/01
Period: 11:30 - 12:30

Yes No

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STEP

- 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