Room Reservation How to book Group Study Room

\*During 2021 Autumn semester, as a countermeasure against covid-19, the Group Study Room will be operated only for one person, so please understand and cooperate.

From My OPAC, you can make reservations for the Group Study Room of the Central Library (3 rooms) and the Mejiro Seibo Library (1 room).

[Notes on reservation and use]

1. Number of people available: 1

2. Reservation period: Reservation is possible from 2 weeks before the date of use

3. Maximum reservation time: Up to 120 minutes (can be specified in units of 10 minutes)

4. Number of reservations: One room can be reserved twice in two weeks

In addition, please be sure to cancel if you no longer use it due to a change in schedule. (You can cancel from "Room Reservation status")

## ① Log in to My OPAC

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	New Arrival Information     The materials which was introduced here will be placed in the new arrivals corner. (The new arrival corner is on the right side of the entrance gate.)     New books can also be rented. It will be replaced every Thursday.

2 Please input User ID and Password, and click My OPAC Login.

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4 5 Select the date and click on any time frame you want.

e.g. 2021.11.04 ( 13:20  $\,\sim\,$  15:10 )  $\,$  Group Study Room B103 is reserved.

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- ⑤ Room Reservation Entry will be displayed. Enter the required information, and then click the "Continue" button.
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  - Purpose of use: (Required items)
  - $\cdot$ e-mail address
  - Number of people: Please enter in half-width numbers. (Limited to 1 person during 2021 Autumn semester

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