

## 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

The screenshot shows the Sophia OPAC homepage. At the top right, the text 'Welcome Guest' is visible. Below it, a blue button labeled 'My OPAC Login' is circled in red. Other navigation links include 'Help', 'Keyboard', and 'Japanese'. The main navigation bar includes 'TOP', 'Library Service', 'User Service', 'Library', 'Search database', 'e-Resources Access Page', and 'Repository for Academic Resources Sophia-R'. The search area features a search bar with 'Simple Search', 'Advanced', and 'Classification' tabs, and a 'Search' button. Below the search area, there are sections for 'External Links', 'Calendar' (showing a calendar for October 2021 with class times for Central Library), and 'New Arrival Information'.

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

The screenshot shows the Sophia OPAC login page. At the top right, the text 'Welcome Guest' is visible. Below it, there are links for 'Help', 'Keyboard', and 'Japanese'. The main navigation bar includes 'TOP', 'Library Service', 'User Service', 'Library', 'Search database', 'e-Resources Access Page', and 'Repository for Academic Resources Sophia-R'. The login section has a 'HELP' button and instructions: 'Please input User ID and Password, and log in. ※The person who don't have the password of ICT Office account, please click HELP button and proceed to the Password issuance page.' Below the instructions, there are two input fields: 'User ID' (containing '50505001') and 'Password' (containing ten dots). At the bottom, there are two buttons: 'My OPAC Login' and 'Forgot your password?'. The 'User ID' and 'Password' fields, and the 'My OPAC Login' button are circled in red.

③ Click “Room Reservation” in User Service

Welcome 上智 花子

Sophia OPAC  
上智大学図書館 蔵書検索

My OPAC Logout

Help Keyboard Japanese

TOP Library Service User Service Library Search database e-Resources Access Page Repository for Academic Resources Sophia-R

Welcome to MyOPAC !!  
MyOPAC is the library on Internet made for you.

Sophia Univ. Sophia Search CInii Books CInii Articles NDL Search

Search Area You can search for the materials of Sophia University Library holdings

Simple Search Advanced Classification Refer Cond

Search Search Clear

Preserve Order Set Default

Information

User Service

Check Status of Loan/Reservation

Purchase Request (for Students)

Check Status of Purchase Request (for Students)

**Room Reservation**

Search database

Purpose Subject Search Title Favorites

- Useful Databases
- Search for other libraries
- Domestic articles
- Overseas articles
- Dictionaries / Encyclopedias
- Newspaper articles / News
- Law / Case
- Cooperate and Organization
- Statistics data

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

e.g. 2021.11.04 (13:20 ~ 15:10) Group Study Room B103 is reserved.

Welcome 上智 花子

Sophia OPAC  
上智大学図書館 蔵書検索

My OPAC Logout

Help Keyboard Japanese

TOP Library Service User Service Library Search database e-Resources Access Page Repository for Academic Resources Sophia-R

Room Reservation

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

From MyOPAC, 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.

Name 上智 花子 Affiliation 四谷キャンパス

Check of Status of Room Reservation

There is no data which is in the midst of your reserving.

Room Reservation Status

Counter Purpose

2021 . 11 . 04 . ( Thursday )

<<Last Week <<Previous Day Today Next Day>> Next Week>> Date : Search Clear

※Please click on any time frame if new room reservation register

	Capacity	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Memo
自由聖母図書館グループ学習室 / Mejiro Seibo Library Group Study Room	1~1															備品 : ホワイトボード
B103 グループ学習室 / Group Study Room	1~1															備品 : ホワイトボード、プロジェクター
B104 グループ学習室 / Group Study Room	1~1															備品 : ホワイトボード、プロジェクター
B105 グループ学習室 / Group Study Room	1~1															備品 : ホワイトボード、プロジェクター

Back to Search

- ⑤ Room Reservation Entry will be displayed. Enter the required information, and then click the "Continue" button.
- Usage time: (Required entry) Up to 120 minutes (can be specified in units of 10 minutes)
  - Purpose of use: (Required items)
  - e-mail address
  - Number of people: Please enter in half-width numbers. (Limited to 1 person during 2021 Autumn semester)

上智大学図書館 蔵書検索

TOP Library Service User Service Library Search database e-Resources Access Page Repository for Academic Resources Sophia-R

### Room Reservation

[Notes on input items]  
 1. Usage time: (Required entry) Up to 120 minutes (can be specified in units of 10 minutes)  
 2. Purpose of use: (Required items) Please enter online classes, report writing, self-study, etc.  
 3. e-mail address: [Important] Please leave it unchanged.  
 4. Number of people: Please enter in half-width numbers. (Limited to 1 person in the fall semester of 2021)  
 5. Remarks: If you have any questions in advance, please enter them.

Name: 上智 花子 Affiliation: 四谷キャンパス

Room Reservation Status

	Capacity	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Memo
B103 グループ学習室 / Group Study Room	1~1															備品: ホワイトボード、プロジェクター

Room Reservation Entry

Room Name	B103 グループ学習室 / Group Study Room
date	2021.11.04
time <b>Required</b>	13:20 ~ 15:10
purpose <b>Required</b>	on-demand classes
E-mail address	hanako_jyouchi@eagle.sophia.ac.jp
number of persons	1
memo	

Continue Clear Back to Room Reservation Status Back to Search

- ⑥ A confirmation screen is displayed. Check the entry contents and click "To apply".

Welcome: 上智 花子

Sophia OPAC 上智大学図書館 蔵書検索 My OPAC Logout

TOP Library Service User Service Library Search database e-Resources Access Page Repository for Academic Resources Sophia-R

### Room Reservation

Name: 上智 花子 Affiliation: 四谷キャンパス

Room Reservation Entry

Room Name	B103 グループ学習室 / Group Study Room
date	2021.11.04
time	13:20 ~ 15:10
purpose	on-demand classes
E-mail address	hanako_jyouchi@eagle.sophia.ac.jp
number of persons	1
memo	

To apply Back to Entry Screen Back to Room Reservation Status Back to Search

⑦ “Registration of a room reservation” has been completed.

The screenshot shows the Sophia OPAC interface. At the top right, it says "Welcome 上智 花子" and "My OPAC Logout". The navigation bar includes "TOP", "Library Service", "User Service", "Library", "Search database", "e-Resources Access Page", and "Repository for Academic Resources Sophia-R". The main heading is "Room Reservation". Below it, there are input fields for "Name" (上智 花子) and "Affiliation" (四谷キャンパス). A section titled "Room Reservation Status" contains the text "Registration of a room reservation." and two buttons: "Back to Room Reservation Status" and "Back to Search".

⑧ Click “Back to Room Reservation status”, you can tell your reservation status.

The screenshot shows the Sophia OPAC interface with detailed reservation information. It includes a notice about COVID-19 measures for the Group Study Room. Below the notice, there are fields for "Name" (上智 花子) and "Affiliation" (四谷キャンパス). A section titled "Check of Status of Room Reservation" shows a reservation for "2021.11.04 (13:20 ~ 15:10)" at the "Central Library(Room Reservation)" in room "B103 グループ学習室 / Group Study Room". The "Room Reservation Status" section has dropdown menus for "Counter" and "Purpose". Below this is a calendar for "2021.11.04. (Thursday)" with navigation buttons for "Last Week", "Previous Day", "Today", "Next Day", and "Next Week". A table shows reservation details for various rooms, with a highlighted reservation for B103 on 11/04 from 13:20 to 15:10. The table also lists equipment like "ホワイトボード" and "プロジェクター".

	Capacity	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Memo
白雲母園寺室グループ学習室 / Mejiro Seibo Library Group Study Room	1~1															備品：ホワイトボード
B103 グループ学習室 / Group Study Room	1~1						13:20~15:10 Reservation of 1 h									備品：ホワイトボード、プロジェクター
B104 グループ学習室 / Group Study Room	1~1															備品：ホワイトボード、プロジェクター
B105 グループ学習室 / Group Study Room	1~1															備品：ホワイトボード、プロジェクター