

Room Reservation

How to book Group Study Room

*** From the spring semester of 2022, the Group Study Room will resume use in groups.**

*** It cannot be used for club activities.**

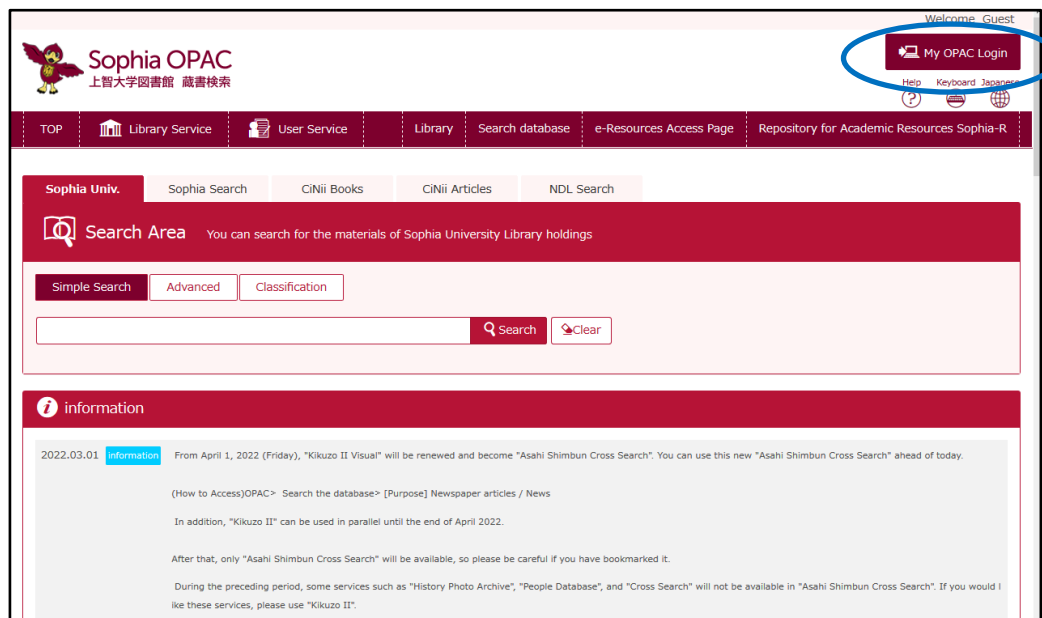
From My OPAC, you can make reservations for the Group Study Room of the Central Library (3 rooms) and the Mejiro Seibo Library (1 room).

[Notes on reservation and use (2022.4.1~)]

1. Number of people available (Central Library) : 1~10
Number of people available (Mejiro Seibo Library) : 1~4
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



Welcome Guest

Sophia OPAC
上智大学図書館 蔵書検索

Help Keyboard Japanese

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

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

Search Clear

Information

2022.03.01 **Information** From April 1, 2022 (Friday), "Kikuzo II Visual" will be renewed and become "Asahi Shimbun Cross Search". You can use this new "Asahi Shimbun Cross Search" ahead of today.

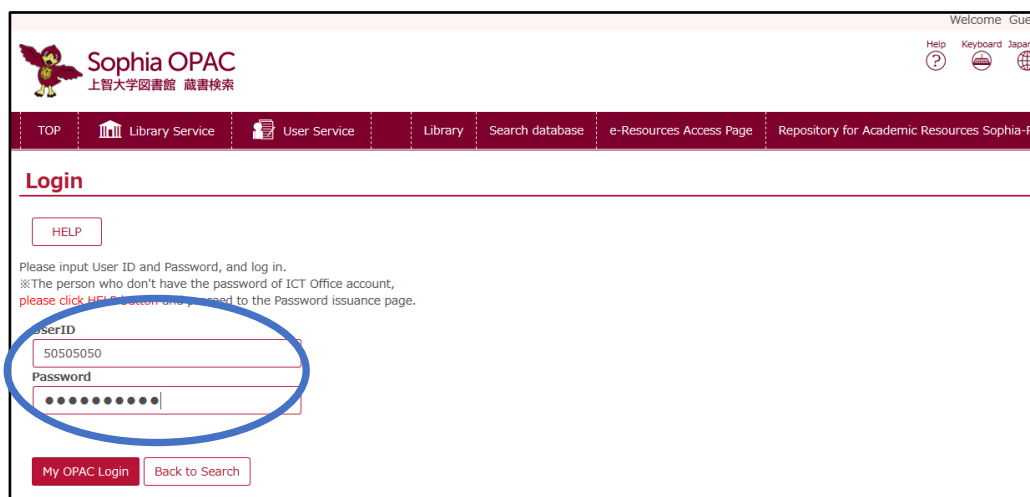
(How to Access)OPAC> Search the database> [Purpose] Newspaper articles / News

In addition, "Kikuzo II" can be used in parallel until the end of April 2022.

After that, only "Asahi Shimbun Cross Search" will be available, so please be careful if you have bookmarked it.

During the preceding period, some services such as "History Photo Archive", "People Database", and "Cross Search" will not be available in "Asahi Shimbun Cross Search". If you would like these services, please use "Kikuzo II".

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



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Login

HELP

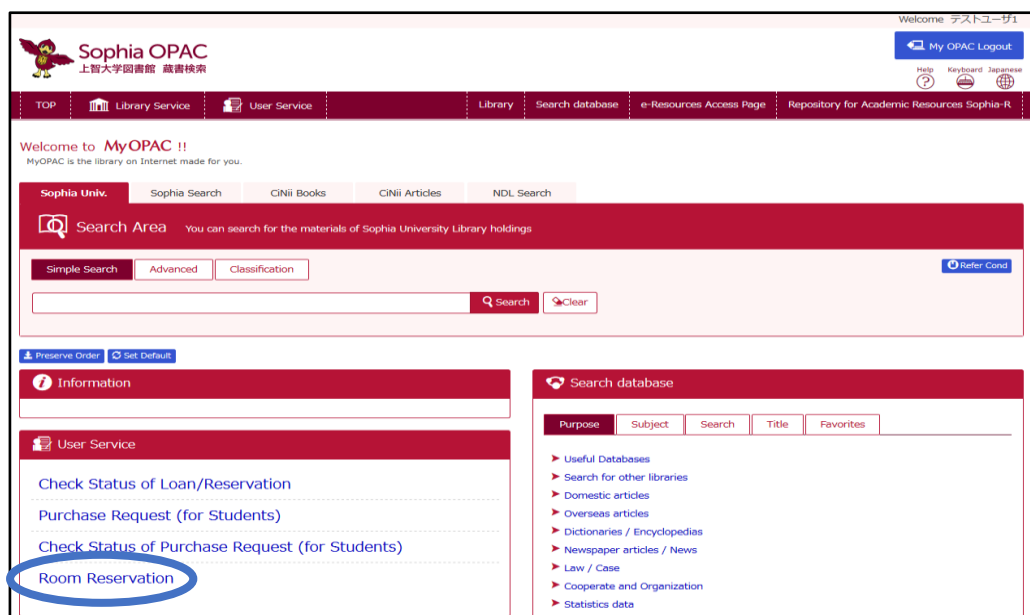
Please input User ID and Password, and log in.
※The person who don't have the password of ICT Office account,
please click [HELP](#) button and proceed to the Password issuance page.

User ID
50505050

Password
●●●●●●●●

My OPAC Login Back to Search

③ Click "Room Reservation" in User Service



Welcome デストユーザ1

Sophia OPAC
上智大学図書館 蔵書検索

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 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				
Thesis				

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

e.g. 2022.4.14 (13:20~15:10) Group Study Room B103 is reserved.

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Welcome テストユーザ1
My OPAC Logout

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Room Reservation

* In the autumn 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 the spring semester of 2022, the group study room will resume use in groups.
* It cannot be used for club activities.

From My OPAC, you can make reservations for the Group Study Room of the Central Library (3 rooms) and the Meiji Seibo Library (1 room).
[Notes on reservation and use (2022.4.1~)]

1. Number of people available (Central Library) : 1~10
Number of people available (Meiji Seibo Library) : 1~4
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 テストユーザ1 Affiliation 文学部哲学科

☒ Check of Status of Room Reservation

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

☒ Room Reservation Status

Counter: Central Library(Room Reservation) Purpose:

2022 . 04 . 14 . (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
B103 Group Study Room	1~1															equipment : whiteboard, projector
B104 Group Study Room	1~1															equipment : whiteboard, projector
B105 Group Study Room	1~1															equipment : whiteboard, projector

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.

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 テストユーザ1 Affiliation 文学部哲学科

☒ Room Reservation Status

	Capacity	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Memo
B103 Group Study Room	1~1															equipment : whiteboard, projector

☒ Room Reservation Entry

Room Name	B103 Group Study Room
date	2022.04.14
time Required	13:20 ~ 15:10
purpose Required	on-demand classes
E-mail address	lib-info@sophia.ac.jp
number of persons	10
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”.

Room Reservation

Name テストユーザ1
Affiliation 文学部哲学科

Room Reservation Entry

Room Name	B103 Group Study Room
date	2022.04.14
time	13:20 ~ 15:10
purpose	on-demand classes
E-mail address	lib-info@sophia.ac.jp
number of persons	10
memo	

[To apply](#)
[Back to Entry Screen](#)
[Back to Room Reservation Status](#)
[Back to Search](#)

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

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My OPAC Logout
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Room Reservation

Name テストユーザ1
Affiliation 文学部哲学科

Room Reservation Status

Registration of a room reservation.

[Back to Room Reservation Status](#)
[Back to Search](#)

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

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Name テストユーザ1
Affiliation 文学部哲学科

Check of Status of Room Reservation

- 2022.04.14 (13:20 ~ 15:10) Counter : Central Library(Room Reservation) Room : B103 Group Study Room

Room Reservation Status

Counter
Purpose

2022 . 04 . 14 . (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
Mejiro Seibo Library Group Study Room	1~1															equipment : whiteboard
B103 Group Study Room	1~1						13:20~15:10 Reservation of 10									equipment : whiteboard, projector
B104 Group Study Room	1~1															equipment : whiteboard, projector
B105 Group Study Room	1~1															equipment : whiteboard, projector

[Back to Search](#)