

Wenzao Library Study Space and Computer Reservation Guidelines

The Library aims to improve the visibility and accessibility of library facilities including group discussion rooms and computers (public workstations) for Wenzao students, faculty and staff on campus. Group Discussion Rooms and Library computers on the 1st, 3rd, 5th, 7th Floor must be reserved or booked through the Wenzao Library Space and Computer Booking System in advanced. Library's Stand-up computer workstations are non-reserved and available for any walk-in users including visitors or community users on a first-come-first-served basis. General guidelines for booking library facilities are listed as follows:

Guidelines for Booking a Computer on the 1st, 3rd, 7th Floor

1. You must make a reservation in advance from one week before the day of use or book the available computers for immediate or same day use.
2. Current Wenzao students, faculty, staff or alumni will need your University ID number and password to log in to the Wenzao Library Space and Computer Booking System. Online Reservations must be submitted at least one day and up to 7 days in advance. Same day reservations are not accepted. However, for immediate walk-in or same day use, you must book the available facility on site through the Library Booking System Workstation on the 1st floor.
3. Each eligible user is limited to use library facilities two times per day either by on-site booking or online reservation. Online reservation for the day of use can only be submitted once. However, you may use on-site booking of library facilities two times per day if online reservation request is not submitted.
4. You can make one booking at a time for a maximum of 2 hours. Extended use of another 2 hours is allowed only when the PC is available and not booked by other users at the time.
5. Your booking will be automatically cancelled if you do not log in to the PC you have booked within 15 minutes of the booking start time. In case of time difference between the user's personal clock and the booking system, the latter will apply.
6. If you leave your computer unattended for 15 minutes during a session, the PC will automatically log you off and reboot. Once it is logged off before the end of your session, the rest of your booking for that slot will be cancelled.
7. You will receive a warning message at 5 and 2 minutes before your session ends. The PC will automatically log you off and reboot at the end of your session.
8. If you do not need the PC any longer, you must cancel your booking 10 minutes prior to the start of your booked session.
9. If you do not cancel the booking and 3 no shows occur, you will be prevented from using the booking system for 30 days.
10. Each eligible user is restricted to book either one PC or one Group Discussion Room at a same time.
11. Please remember to save your work regularly. Unsaved work will be lost when the PC logs off at the end of the session.

Guidelines for Booking a Computer in the Media Resources Area on the 5th Floor

1. PCs in this area are restricted for same day use, and must be booked on site at the Service Desk in the area. Current Wenzao students, faculty, staff or alumni will need your University ID number and password to log in to the Wenzao Library Space and Computer Booking System.
2. Each eligible user is limited to use library facilities two times per day. You can make one booking at a time for a maximum of 3 hours. Extended use of another 3 hours is allowed only when the PC is available and not booked by other users at the time.
3. Your booking will be automatically cancelled if you do not log in to the PC you have booked within 15 minutes of the booking start time. In case of time difference between the user's personal clock and the booking system, the latter will apply.
4. If you leave your computer unattended for 15 minutes during a session, the PC will automatically log you off and reboot. Once it is logged off before the end of your session, the rest of your booking for that slot will be cancelled.
5. You will receive a warning message at 5 and 2 minutes before your session ends. The PC will automatically log you off and reboot at the end of your session.
6. If you do not need the PC any longer, you must cancel your booking 10 minutes prior to the start of your booked session.
7. If you do not cancel the booking and three no shows occur, you will be prevented from using the booking system for 30 days.
8. Please remember to save your work regularly. Unsaved work will be lost when the PC logs off at the end of the session.

Guidelines for Booking a Group Discussion Room

1. You must make a reservation in advance from one week before the day of use or book the available computers for immediate or same day use. Current Wenzao students, faculty, staff or alumni will need your University ID number and password to log in to the Wenzao Library Space and Computer Booking System.
2. Two types of group discussion rooms are provided in the Library. Small Discussion Rooms (capacity: 3-6) and Large Discussion Room (capacity: 6-10). Each user of a group discussion room listed in the Wenzao Library Space and Computer Booking System must be the same real users. At the time of booking, all members must show up as a group on time and check in at the group discussion room your group has booked on time.
3. Each eligible user is limited to use library facilities two times per day either by on-site booking or online reservation. Online reservation for the day of use can only be submitted once. However, you may use on-site booking of library facilities two times per day if online reservation request is not submitted.
4. Group Discussion Rooms are available for reservation 30 minutes after the library's opening time and will expire 30 minutes prior to the library's closing. You can make one booking at a time for a maximum of 2 hours. Extended use of another 2 hours is allowed only when the space is available and not booked by other users at the time.

5. If you do not need the space any longer, you must cancel your booking 10 minutes prior to the start of your booked session.
6. Your booking will be automatically cancelled if you do not enter the Group Discussion Room you have booked within 15 minutes of the booking start time. In case of time difference between the user's personal clock and the booking system, the latter will apply.
7. Each eligible user is restricted to book either one PC or one Group Discussion Room at a same time.
8. If you do not cancel the booking and 3 no shows occur, you will be prevented from using the booking system for 30 days.

9. Information for Wenzao Faculty & Staff:

Since Wenzao faculty and staff's Wenzao ID Card does not contain an RFID, it doesn't function as a key card to unlock of Library's Group Discussion Rooms. Therefore, if you have reserved a space in advance, please use your University ID number and password to log in to the Wenzao Library Space and Computer Booking System when you arrive at the Library. Then check out a key card at the Circulation Desk to access the space you have booked. However, if your group includes students, a key card is not required.

10. Information for Wenzao Students:

Each user of a group discussion room listed in the Wenzao Library Space and Computer Booking System must be the same real users of the space. At the time of reservation/booking, all users of a group must show up at the Group Discussion Room your group has booked and touch each user's Wenzao ID card against the access security system next to the door to unlock and enter the space. If your group includes a faculty or staff member, or if any one of the group does not have his/her Wenzao ID card with him/her, all members of the group must sign in through the Wenzao Library Space and Computer Booking System on the 1st floor. Then use one of Wenzao ID cards available among the group to unlock the door of the space you have reserved.