CUHK Library Room Booking System

Q1. What rooms are available for booking?

A total of 123 rooms including single study rooms, group study rooms and seminar rooms are available for booking in the Library.   You can see the distribution of the rooms from the table below.

Types of Room	No. of Rooms in								Total
	ARL	CCL	LAW	MEL	NAL	UCL	UL	WMY	
Doctoral Study Rooms							11		11
Faculty Study Rooms		3				7	47		57
Group Study Rooms	1	6	6	5	3	5	17	3	46
Online Interview Rooms			2						2
Seminar Rooms						1	1		2
Listening / Music Rooms		4							4
Creative Media Studio							1		1
								Total:	123

Q2. Who can book the rooms?

All CU-Link card and library smart card holders are eligible for booking rooms except those highlighted in blue from the table below which are limited to doctoral students and faculty members only.

Types of Room	Library	CU-Link Card Holders					Library Smart card Holders
		All	Doctoral Students	Faculty Members	Teaching Staff	Admin Staff	
Doctoral Study Rooms	UL		✓				
Faculty Study Rooms	UL, CCL, UCL		✓	✓			
Group Study Rooms	ARL, CCL, MEL, NAL, UCL, UL, LAW	✓	✓	✓	✓	✓	✓
Online Interview Rooms	LAW	✓	✓	✓	✓	✓	✓
Group Study Rooms	UL Learning Garden & MakerSpace, Learning Commons (WMY)	✓	✓	✓	✓	✓	
Seminar Rooms	UL, UCL			✓	✓		
Listening / Music Rooms	CCL	✓	✓	✓	✓	✓	✓
Creative Media Studio	UL Learning Garden & MakerSpace	✓	✓	✓	✓	✓	

Q3. How to make a booking?

Once you have login, please

- *select a **Location**: Click the arrow button and select a library.*
- *select a **Room**: Click the arrow button and select the facility/facility type.*
- *select a **Date**: Browse through the calendar on the left hand side and click on the date requested.*
- *select a **Time Slot**: Click the available time slots* and press the **Add Selected Booking** button.*
- *fill in the **No. of users**, **Purpose**, **Remark** (if any), **Group Members** in the booking form and press **Submit** button. A prompt message will be displayed and a confirmation of your booking will be sent to your e-mail address.*

* The rooms available for booking are identified in yellow with a checkbox. Booked rooms are in pink. Rooms unavailable or closed are colored in green or purple.

Q4. How to login to the System?

*Enter your Student/Staff/Library ID and Password and click on the **Login** button. If the message "Incorrect Student/Staff/Library ID or Library Password" pops up on the screen, please check to ensure you key in the correct student/staff/library ID and password. If you forget the password, you may click "Forgot Password". If the message "No email address is found in our record" is displayed, please login to "My Library Record" and select Add/Update Your Email Address to add your e-mail address.*

Q5. What are my booking limits?

Please refer to the following table for different quotas for different types of rooms.

Types of Room	Library	Booking Quota				
		Session per day	Min/Max minutes per session per day per library[1]	Session per week[2]	No. of days in advance	Recursive Booking
Group Study Rooms Online Interview Rooms	ARL, CCL, MEL, NAL, UCL, UL, LAW	1	30 / 120 min	2	7	No
Group Study Rooms	UL Learning Garden & MakerSpace, Learning Commons (WMY)					
Listening / Music Rooms	CCL					
Doctoral Study Rooms	UL	1	1 day	2	7	No
Creative Media Studio	UL Learning Garden & MakerSpace	4	60 min	4	7	No

Faculty Study Rooms	UL, CCL, UCL	-	14 / 28 days	-	Prior approval is required.	No
Seminar Rooms	UL, UCL	10	60 / 600 min	10	30 (Prior approval is required. Booking timeslots are available 5 days after the current day)	No

[1] *Session per week starts from Sunday to Saturday*
[2] *Having booked any rooms except Doctoral & Faculty Study Room, users cannot book the same timeslot(s) of different libraries*

Q6. Can I book a session each in more than one library in a day?

You can book a session each in two libraries within a day, but the session must not be in the same time slot.

Q7. How far ahead can I book?

You can book most of the rooms in advance up to 7 or 90 days depending on the types of rooms. For details, please refer to the table in Q5.

Q8. How many persons are required to book a room?

A group of at least two persons is required to book a room (except Doctoral & Faculty Study Rooms, Online Interview Rooms, Creative Media Studio, Listening Rooms and Music Room 1 in CCL). One person makes the booking. At the time of checking in the room, the registered user and one valid library card holder must present their cards at the door's card reader.

Q9. Can I renew a booking if the room is available after the end of my session?

No. If you need more time for a group meeting, your group members can use their accounts to add booking after yours.

Q10. What if I didn't show up after the reserved start time? Can I have the quota back?

If you and your group members did not show up after 10 minutes of the reserved start time of the rooms except Doctoral Study Room (not showing up after 14:00 of the reserved day) and Faculty Study Room, the reservation will be forfeited and the quota won't be given back to you.

Q11. Can I book a room at home?

Yes, you can access the CUHK Library Room Booking System at any time and at any place.

Q12. How can I cancel a booking? Can I have the quota back?

You can cancel a booking at any time before the reserved start time and have the quota back. Please login the system and click the **View/Cancel My Booking** link. Search and delete the unwanted booking. You are strongly encouraged to cancel bookings no longer needed so that the room can be released to others. .

Q13. How can I change the date and the time of a booking?

Please cancel the previous booking and then make a new booking.

Q14. How do I know whether or not my booking is successful?

After you have pressed the **Submit** button for your booking, a prompt message will be displayed and a confirmation of your booking will be sent to your e-mail address.

Abbreviations

ARL :   Architecture Library
CCL :   Chung Chi College Elisabeth Luce Moore Library
LAW : Lee Quo Wei Law Library
MEL : Li Ping Medical Library
NAL :   New Asia College Ch'ien Mu Library
UCL :   United College Wu Chung Library
UL :   University Library
WMY : Wu Ho Man Yuen Building

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