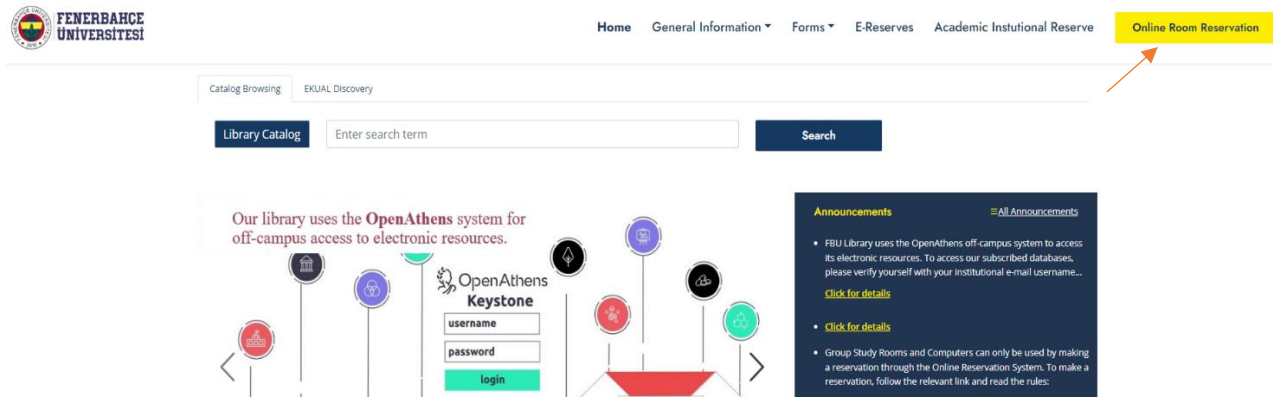


Library Room Reservation Guide



1-Click on the 'Reservation' button on the homepage.

Reservation Rules

Reservation Guide:

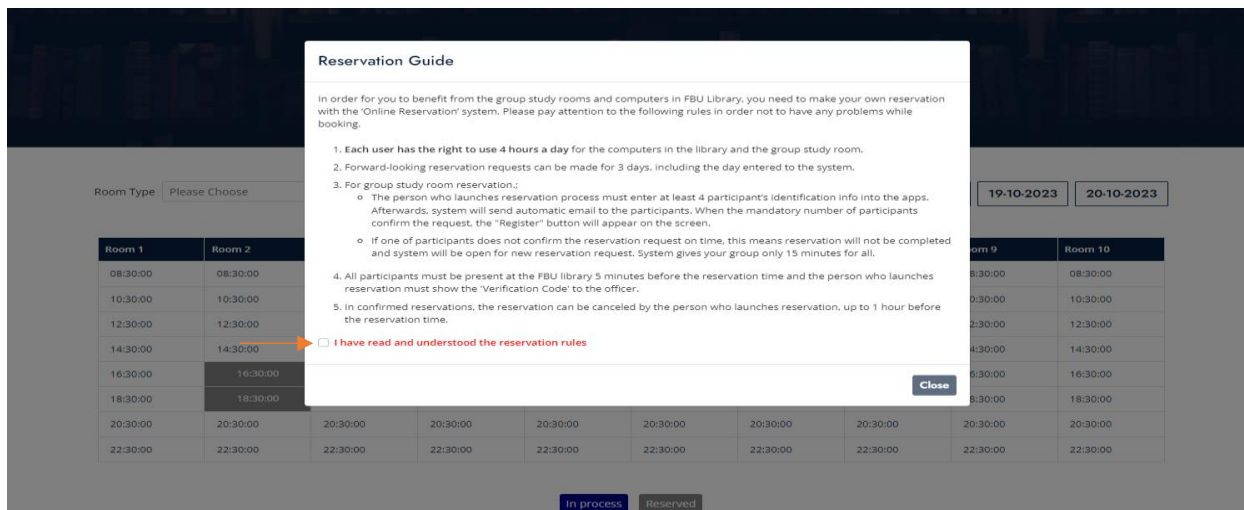
In order for you to benefit from the group study rooms and computers in FBU Library, you need to make your own reservation with the 'Online Reservation' system. Please pay attention to the following rules in order not to have any problems while booking.

1. Each user has the right to use 4 hours a day for the computers in the library and the group study room.
2. Forward-looking reservation requests can be made for 3 days, including the day entered to the system.
3. For group study room reservation:
 - o The person who launches reservation process must enter at least 4 participant's identification info into the apps. Afterwards, system will send automatic email to the participants. When the mandatory number of participants confirm the request, the "Register" button will appear on the screen.
 - o If one of participants does not confirm the reservation request on time, this means reservation will not be completed and system will be open for new reservation request. System gives your group only 15 minutes for all.
4. All participants must be present at the FBU library 5 minutes before the reservation time and the person who launches reservation must show the 'Verification Code' to the officer.
5. In confirmed reservations, the reservation can be canceled by the person who launches reservation, up to 1 hour before the reservation time.

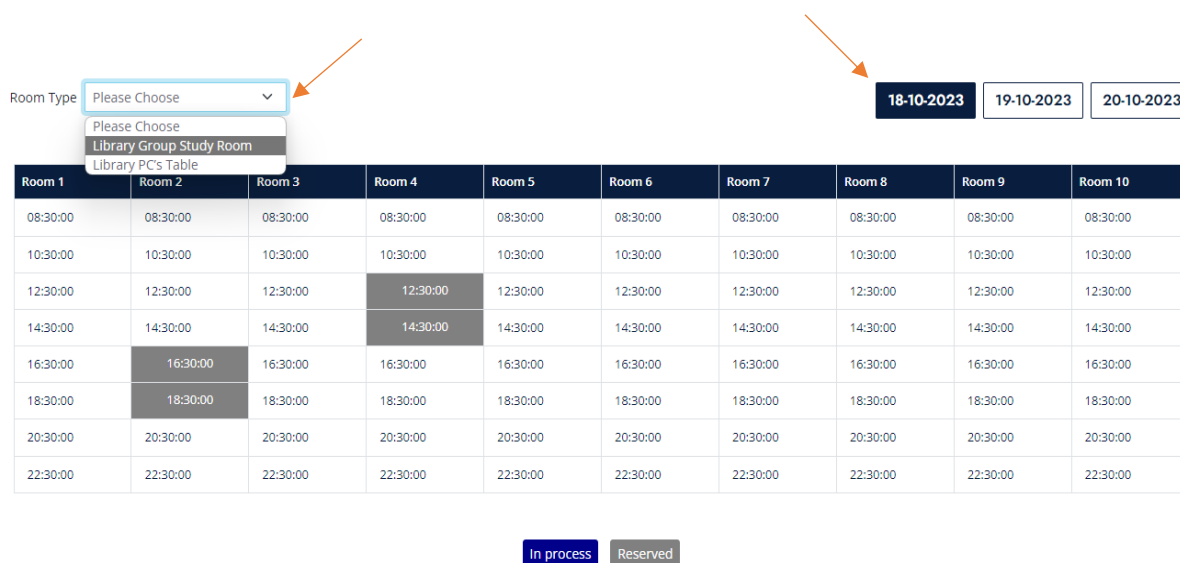
[Start your reservation right now.](#)

[Online Reservation](#)

2-Read the reservation guide on the Reservation Rules page and click on the 'Online Reservation'.



3-On the page, please clicking the box which sign as 'I have read and understood the reservation rules' and Continue.



4-Select the room type. Select the date you want to create an appointment. Then continue by clicking on the appropriate room and time.

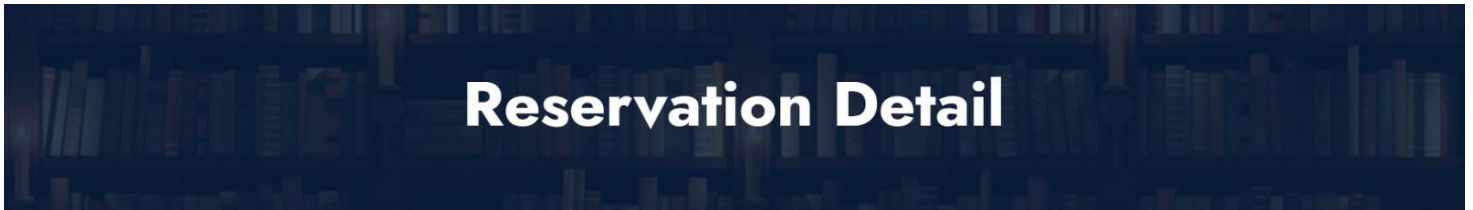
Library Reservation System

Email

Password

Login

5-Log in with the username and password assigned by the institution.



Library Group Study Room Reservation Information

aN:aN

Date and Time Room Number

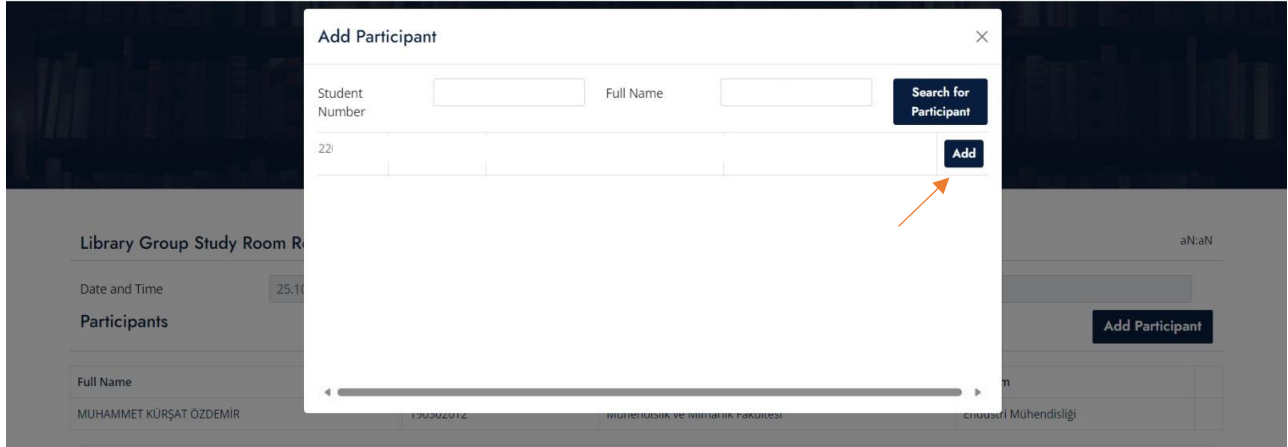
Participants

Add Participant

Full Name	Student Number	Faculty	Program	

You did not reach the minimum number of participants!

6-Click on the 'Add participant' button and search for the participants you want to send a reservation invitation to.




7-Check the information of the participant you searched with 'Student Number' or 'Name Surname' and add them with the 'Add' button.

Reservation Detail

Library Group Study Room Reservation Information aN:aN

Date and Time Room Number

Participants **Add Participant**

Full Name	Student Number	Faculty	Program	
				

You did not reach the minimum number of participants!




8-You can delete the participant you added with the delete button without saving your reservation.


Reservation Detail

Library Group Study Room Reservation Information aN:aN

Date and Time: 25.10.2023 / 08:30:00 - 10:30:00 Room Number: Room 1

Participants **Add Participant**

Full Name	Student Number	Faculty	Program	
				
				
				

Save 

9-After adding at least 4 participants, the 'Save' button will be active. When there are 6 participants in the reservation, the 'Add participant' button will be inactive.

Then you complete the reservation process, click the 'Save' button. After registration, a confirmation e-mail will be sent to the participants you added.

Library Group Study Room Reservation Confirmation

Date and Time: 25-10-2023 / 08:30:00 - 10:30:00

Room Number: Room 1

Recipient Owner: [Redacted]

Participants

Full Name	Approval Status
[Redacted]	Approved
[Redacted]	Not Approved
[Redacted]	Not Approved
[Redacted]	Not Approved

→

10-Participants can view the reservation information created by clicking on the link in the e-mail.

They indicate their participation in the reservation with the 'Approve' and 'Reject' buttons.

The reservation is completed when all participants confirm the reservation.