

Instructions room reservation of the library Hof

<https://www.hof-university.de/studium/services-fuer-studierende/bibliothek.html>

You can find the link to the room reservation on the library web pages in the green box.



Login

Please log in with your university ID

Name: *

Max Mustermann

Seat selection:



Please choose a room type

Group room

Carrel



Select the date:

Date:

Select date

Please notice: if you have already made 2 bookings in one week, the current week will no longer be displayed in the date selection.



Then select the time (start and end)

Date:

20.03.2023

Start time:

Select time

End time:

Select time

In the next step, the program will show you the rooms available for the desired time period



Rooms available :

Group Room 1

Group Room 2

Here you confirm your reservation

Book a room

If the desired period is no longer available, you will be shown alternative time slots.

For example:

Timeslots available :

Group Room 1

08:00 Uhr - 11:30 Uhr

15:30 Uhr - 18:00 Uhr

Group Room 2

08:00 Uhr - 11:30 Uhr

15:30 Uhr - 18:00 Uhr

How can I delete a booking again?

On the start page of the room reservation you will find an overview of your confirmed bookings.

With the **X** at the end of the line you can delete an unneeded reservation.

Important notice:

If the key for a reserved room is not picked up by 15 minutes after the booked time, the reservation will be deleted by the system.