User guide:

Reservations study workplace, Central Library

1. Fill in your 'S' number and 'password'

2. Click: ‘Book Study Workplace’
3. Click: ‘Continue’

4. Choose the ‘Start date & time’ and ‘End date & time’

5. Choose the building at which you'd like to make a reservation.
   - Elinor Ostromgebouw (Elinor Ostrom Building)
   - Erasmusgebouw hoog (Erasmus Study Centre, ESC)
   - Erasmusgebouw laag (Erasmus Study Centre, ESC and Refter)
   - Grotiusgebouw (Law Library)
   - Huygensgebouw (Library of Science)
   - Universiteitsbibliotheek (University Library)
6. If you want a PC workstation: type in: **PC** and press: **‘Search’**

7. Click: **‘Show unavailable reservation units’** to see the complete overview of study workplaces on that day.

8. The **grey** shaded timeframes cannot be reserved.
9. These are the possible timeframes for you to make a reservation

<table>
<thead>
<tr>
<th>Building</th>
<th>Floor or workplace</th>
<th>Shift 1</th>
<th>Shift 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universiteitsbibliotheek</td>
<td>Ground floor +1</td>
<td>08:30 - 12.30h</td>
<td>13.30 - 17.30h</td>
</tr>
<tr>
<td>Huygensgebouw (Library of Science)</td>
<td>00.002 until 00.194</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Universiteitsbibliotheek</td>
<td>-1</td>
<td>09:00 - 13.00h</td>
<td>14.00 - 18.00h</td>
</tr>
<tr>
<td>Huygensgebouw (Library of Science)</td>
<td>00.196 until 00.440</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grotiusgebouw (Law Library)</td>
<td>all</td>
<td>09:00 - 13.00h</td>
<td>13:30 - 17.30h</td>
</tr>
<tr>
<td>Erasmusgebouw hoog (Erasmus Study Centre, ESC)</td>
<td>1.40 until 1.60</td>
<td>08.30 – 17.30h</td>
<td></td>
</tr>
<tr>
<td>Erasmusgebouw laag (Erasmus Study Centre, ESC)</td>
<td>1.01 until 1.39</td>
<td>08.30 – 17.30h</td>
<td></td>
</tr>
<tr>
<td>Refter</td>
<td></td>
<td>08.30 – 10.30h</td>
<td>14.30 – 16.30h</td>
</tr>
</tbody>
</table>

10. Click: the desired study workplace and click on ‘Continue’ or ‘Done, go to Overview’
11. You have now made the reservation. You will receive a confirmation e-mail on your student account. Please show this confirmation e-mail to the Porter together with your student card when visiting the Central Library.

How to delete your reservation:

1. Go to your reservation list and click on the reservation which you want to delete

2. Click: ‘Cancel this meeting’
3. Click: ‘Continue’

The reservation is now deleted.