

# MUSIC LIBRARY ONLINE BOOKING POLICY

FACILITIES	LOAN PERIOD/ BOOKING	ACCESS CONTROL	ADVANCED BOOKING (EXCLUDING TODAY) [CUT-OFF TIME 00:00]	RELEASED IF NOT CHECKED IN AFTER	ELIGIBLE USERS	<b>General Rules</b> 1. Timeslots are reserved on a first-come, first-served basis. 2. Users must sign in on-site to activate the reserved session or facility. 3. Patrons, upon signing in a booking, have priority to use the reserved facility. 4. Patrons MUST NOT leave their personal belongings unattended. Library staff has the right to remove such belongings without prior notice. 5. The library has the final decision in the allocation of facilities should there be any disputes. 6. Any enquiries regarding computer booking should be directed to the Information Counter at 3917-2218 or <a href="mailto:muslib@hku.hk">muslib@hku.hk</a> * Users should check in on-site within the first 15 minutes of the first session. This will activate all consecutive sessions under that booking. Sessions not activated within the first 15 minutes will be released for reservation by other users. Also, interleaving booking of two sessions by same patron with one unbooked session in between is NOT allowed. However, interleaving booking for two or more unbooked sessions in between is allowed. # Each user can reserve one session. The following session can be booked upon successful sign-in of the current session for the same study table. Monday - Friday: 09:00-13:00 / 13:00-18:00 / 18:00-20:00 (3 sessions) Saturday: Noon 12:00-17:00 (1 session) You can book a Discussion Room, a Computer or a Study Table at:  <a href="http://booking.lib.hku.hk">http://booking.lib.hku.hk</a>
Discussion Rooms	1 hour per session, up to 2 sessions (2 hours) per day*	HKU Smartcard, sign in outside the Rooms	1 day	15 minutes	Current HKU/SPACE students and staff	
iMac & PC	1 hour per session, up to 2 sessions (2 hours) per day*	HKU Smartcard, sign in at a PC station	1 day	15 minutes	Current HKU/SPACE students and staff; Alumni	
Study tables	Each session ranges from 4 to 5 hours#	HKU Smartcard, sign in at a PC station	1 session	60 minutes	Current HKU/SPACE students and staff; Alumni	

