

How to book the Learning Commons

➤ First Registration

To make a reservation , you need to register only for the first time. Please bring your ID card at Nakamiya or Gotenyama Library to complete the procedure. .

➤ Reservation

You can make reservations by PC or smartphone as well as our iPad on the LC Counter.

➤ Check in & Check out

You are required to check in to take possession of your reserved room / equipment. Please check out when ready to leave.

First Registration at Learning Commons

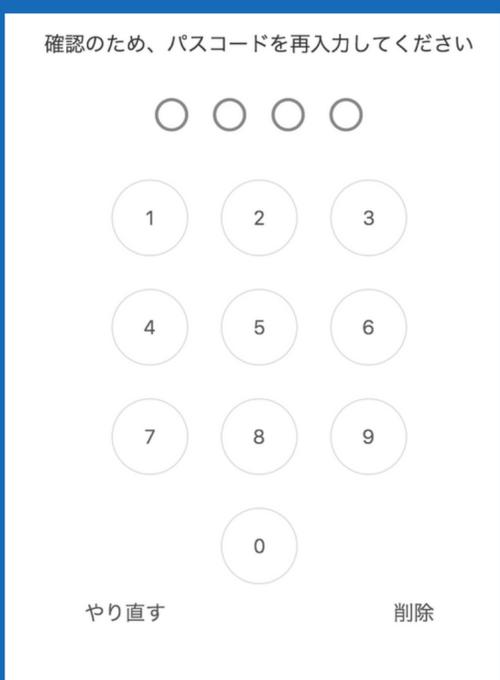
01

Touch your ID card
on the card reader



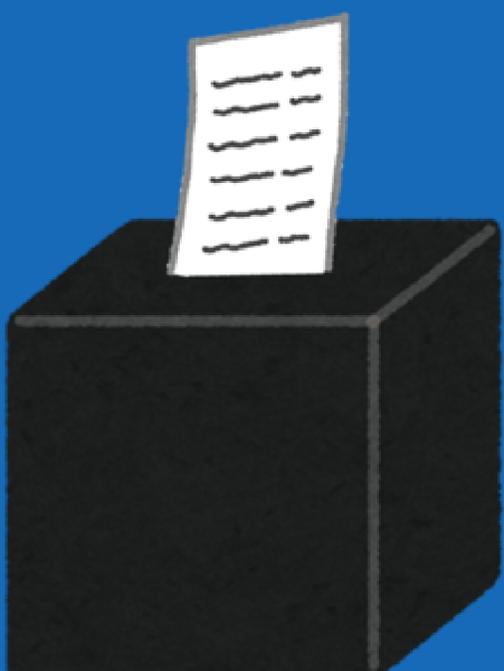
02

Settle your password
(It'll be requested when
booking by your smart phone)

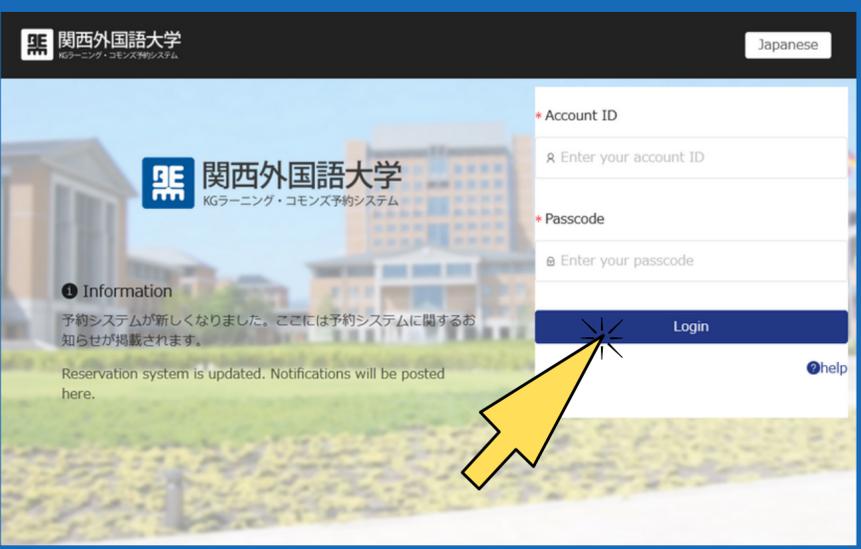


03

Take the receipt.
Your first registration
is completed.



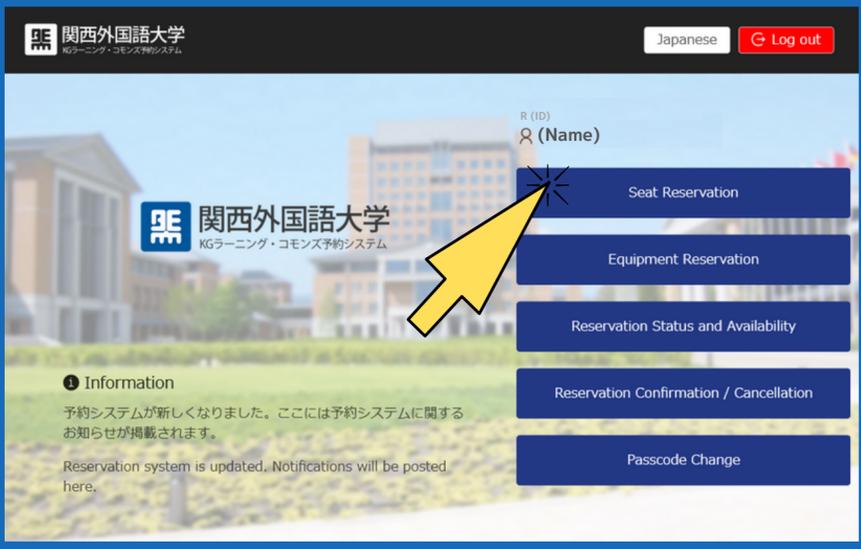
MAKE A RESERVATION with your smart phone



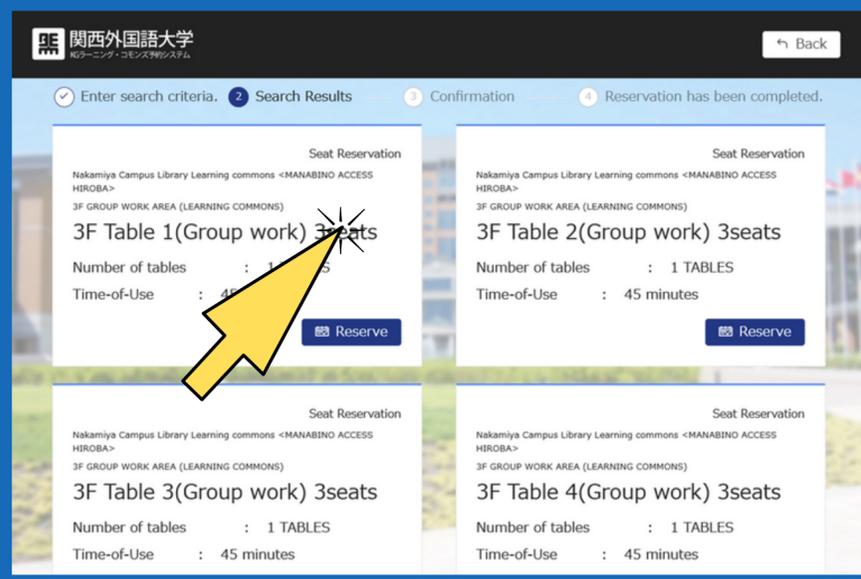
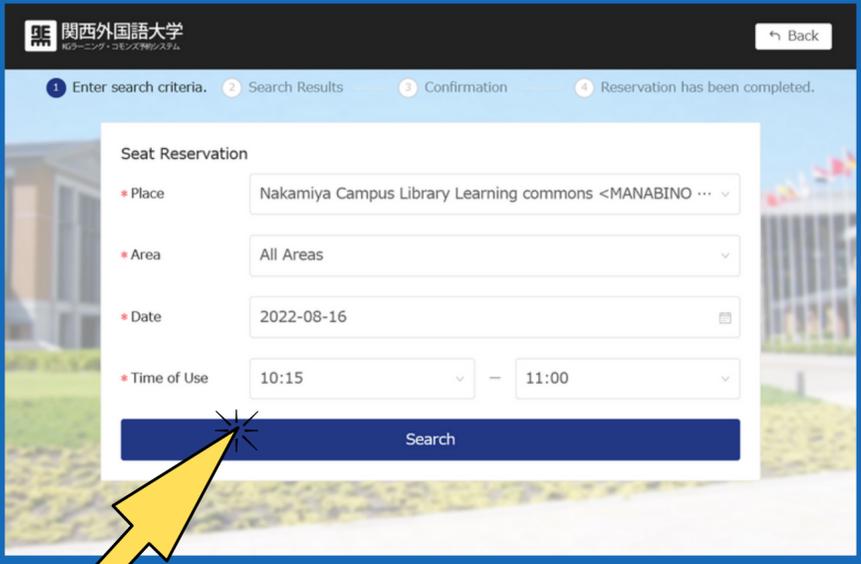
01 Log in



02 Click "Seat Reservation"

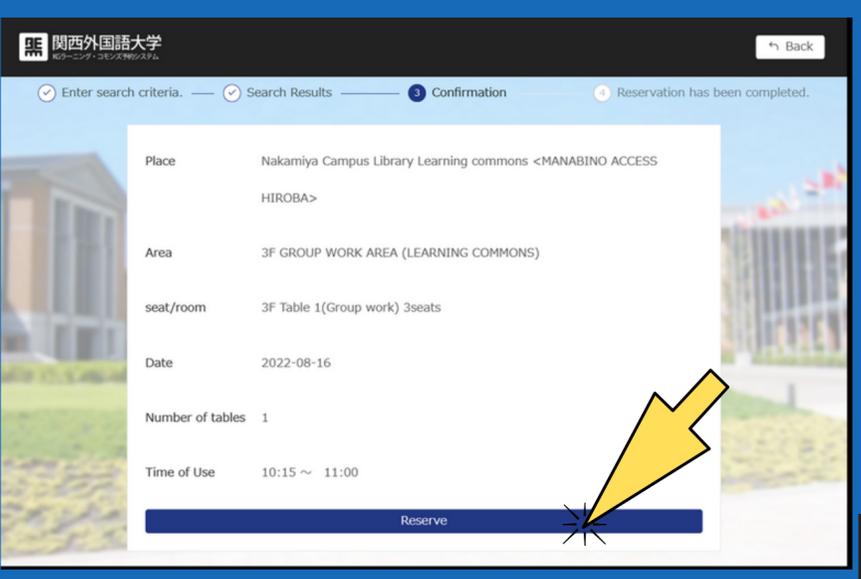


03 Enter search criteria

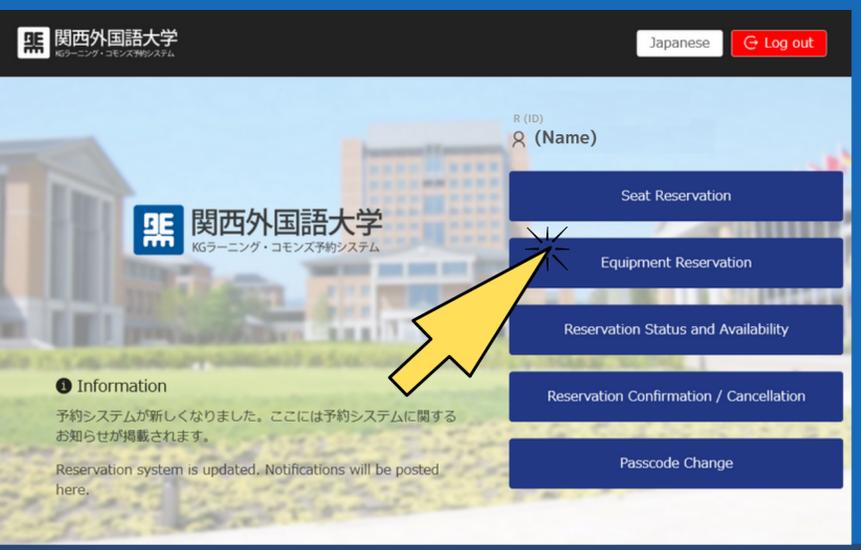


04 Choose accessible rooms

05 Confirm your request



06 If you need other equipments, click "Equipment Reservation" and start booking



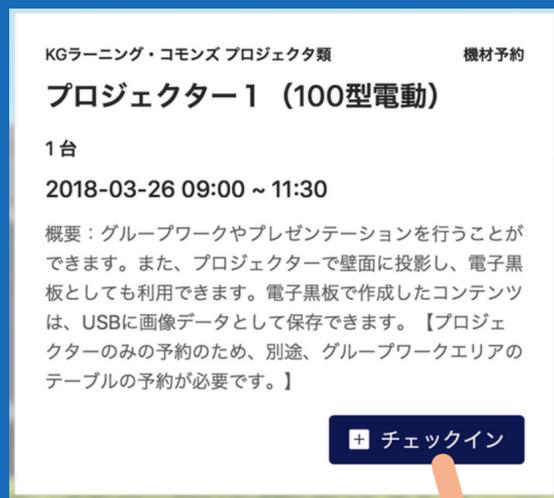
05 Confirm your request

Check in at Learning Commons



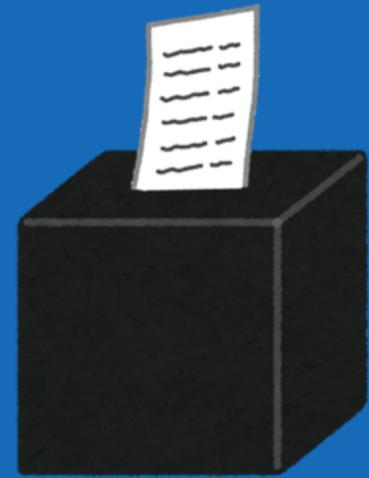
01

Touch your ID card
on the card reader



02

Click "Check in"



03

Take the receipt

※Please give the receipt for
equipment to the staff

Our booking terminals are available at :

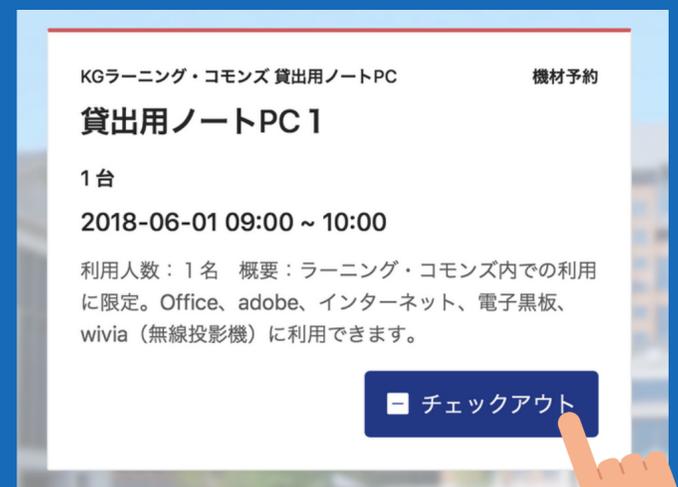
3F at Nakamiya、3F at Gotanyama、Cafe Commons at Gotenyama campas

※We do not have it at 2F at Nakamiya. Please check in/out at 3F.



01

Touch your ID card
on the card reader



02

Click "Check out"

Check out at Learning Commons