

# HKMU Library Online Booking Service

## User Guide

### Booking Procedures

#### Login

1. Go to the HKMU Library Online Booking Service ([Link](#)).
2. Login to HKMU Single-Sign-On (SSO) account.
3. The booking is eligible to HKMU full-time staff, HKMU active full-time students and LiPACE full-time students of eligible programmes who have campus library access privilege.



The screenshot shows the login interface for the HKMU Library Online Booking Service. At the top, there is the HKMU logo (green 'm' and blue 'u') and the university's name in Chinese and English: 香港都會大學 HONG KONG METROPOLITAN UNIVERSITY. Below the logo is a dark blue horizontal bar with the text 'HKMU Library Online Booking Service' in white. The main content area contains a login form with two input fields: 'User ID 用戶號碼:' with the value 'letest' and 'Password 密碼:' with a masked password '\*\*\*\*\*'. A 'Submit 傳送' button is located below the password field. Underneath the button is a blue link: 'About User ID and Password 有關用戶號碼及密碼'. At the bottom of the form, there is contact information: '\*\*\*\*\*', 'Contact Library 聯絡圖書館', '2768 6777', and 'libwww@hkmu.edu.hk'.

## Booking

1. Once you login, you see the Booking page.
2. Choose the room you want to book from the drop-down menu.

The screenshot shows the HKMU Library Online Booking Service interface. At the top, there is the HKMU logo and the text '香港都會大學 HONG KONG METROPOLITAN UNIVERSITY'. Below the logo is the title 'HKMU Library Online Booking Service'. On the right side, there is a 'Logout (latest)' link. The main content area has two tabs: 'Booking' (selected) and 'My Bookings'. Under the 'Booking' tab, there is a 'Select Room' section with a dropdown menu. The dropdown menu is open, showing a list of rooms: '-- Please select a room --', 'Ho Sik Yee Library DIY Studio', 'Ho Sik Yee Library Group Study Room 1', 'Ho Sik Yee Library Group Study Room 2', 'Ho Sik Yee Library Group Study Room 3', 'Stanley Ho Library Group Study Room 1' (highlighted in blue), 'Stanley Ho Library Group Study Room 2', 'Stanley Ho Library Group Study Room 3', 'Stanley Ho Library Group Study Room 5', and 'Stanley Ho Library Group Study Room 6'.

3. Select the desired date and the desired timeslot(s).  
You can only book timeslots from **today up to 14 days ahead**.

The screenshot shows the HKMU Library Online Booking Service interface. At the top, there is the HKMU logo and the text '香港都會大學 HONG KONG METROPOLITAN UNIVERSITY'. Below the logo is the title 'HKMU Library Online Booking Service'. On the right side, there is a 'Logout (latest)' link. The main content area has two tabs: 'Booking' (selected) and 'My Bookings'. Under the 'Booking' tab, there is a 'Select Room' section with a dropdown menu showing 'Stanley Ho Library Group Study Room 1'. Below the 'Select Room' section, there are three main sections: 'Select a Date', 'Select timeslot(s)', and 'Selected Timeslots'. The 'Select a Date' section shows two calendars for June 2026 and July 2026. The 'Select timeslot(s)' section shows a grid of timeslots for Thursday, June 4, 2026. The timeslots are: 09:30 (Past time), 10:30 (Booked), 11:30 (Available), 12:30 (Available), 13:30 (Available), 14:30 (Available), 15:30 (Available), 16:30 (Available), 17:30 (Available), 18:30 (Available), 19:30 (Available), and 20:30 (Available). The 'Selected Timeslots' section shows the selected timeslot '11:30 - 12:30' and a 'Click here to submit selected timeslots' button. Below the 'Selected Timeslots' section, there is a 'Daily Booking Limits' section showing 'Hours booked per room 2/2hours limit'.

Notes: **Red**: Booked Timeslot, **Green**: Available Timeslots, **Blue**: Selected Timeslot(s)


4. Check your **Selected Timeslots** and **Daily Booking Limits**:  
Each user is eligible to book the library room for up to **1 hour** per session, **2 sessions** per day.  
Remove unwanted sessions by clicking the “x” mark or “Remove All”.

The screenshot shows a booking interface for Thursday, June 4, 2026. On the left, a grid of timeslots is displayed. The 10:30 slot is red and labeled 'Booked', while all other slots (09:30, 11:30, 12:30, 13:30, 14:30, 15:30, 16:30, 17:30, 18:30, 19:30, 20:30) are green and labeled 'Available'. On the right, a 'Selected Timeslots' panel shows the date and a 'Remove All' button. Below this, a light blue box contains the selected slot '11:30 - 12:30' with a red 'x' icon. A blue button labeled 'Click here to submit selected timeslots' is positioned below the selected slot. At the bottom, a yellow box titled 'Daily Booking Limits' shows 'Hours booked per room' as '2/2hours limit' with a red progress bar.

5. Press “Click here to submit selected timeslots”

This is a close-up screenshot of the 'Selected Timeslots' panel. It shows the date 'Thursday, June 4, 2026', a 'Remove All' button, and the selected slot '11:30 - 12:30' with a red 'x' icon. A blue button labeled 'Click here to submit selected timeslots' is highlighted with a blue arrow pointing to it from the right. Below the button is the 'Daily Booking Limits' section, which shows 'Hours booked per room' as '2/2hours limit' and a red progress bar.

6. Input your contact phone number, the HKMU ID of group member(s) and the purpose of using the room.



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HKMU Library Online Booking Service

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**Selected Room:**

Stanley Ho Library Group Study Room 1  
For 3 - 10 persons

**Selected Time Slots**


Date	Start Time	End Time
2026-06-04	11:30	12:30

**Booking Information**

*\* Mandatory*

<b>Applicant:</b>	LE, Test
<b>Contact Phone*:</b>	e.g., 81234567
<b>Group Size*:</b>	3 persons
<b>Group Member 1 HKMUID*:</b>	Enter Member 1 HKMUID
<b>Group Member 2 HKMUID*:</b>	Enter Member 2 HKMUID
<b>Purpose*:</b>	-- Select Purpose --
<b>Email:</b>	klyleung@hkmu.edu.hk

Then, press "Submit Booking".



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HKMU Library Online Booking Service

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**Selected Room:**

Stanley Ho Library Group Study Room 1  
For 3 - 10 persons

**Selected Time Slots**

Date	Start Time	End Time
2026-06-04	11:30	12:30

**Booking Information**

*\* Mandatory*

<b>Applicant:</b>	LE, Test
<b>Contact Phone*:</b>	e.g., 81234567
<b>Group Size*:</b>	3 persons
<b>Group Member 1 HKMUID*:</b>	Enter Member 1 HKMUID
<b>Group Member 2 HKMUID*:</b>	Enter Member 2 HKMUID
<b>Purpose*:</b>	-- Select Purpose --
<b>Email:</b>	klyleung@hkmu.edu.hk

7. Check the Room Details, tick to acknowledge the “Rules and Regulations”, and click “Confirm Booking” to submit your booking.

### Confirm Library Room Booking

**Room Details**

Selected Room	Stanley Ho Library Group Study Room 1
Requester Name	LE, Test
Contact Phone	781
Email	k_  @hkmu.edu.hk

**Selected Time Slots**

2026-06-04 11:30 to 12:30


[View Rules and Regulations for Library Room Usage](#)

I agree to the Booking Policy and Rules above and confirm my request.




8. Message “Booking Successful!” indicates that the booking is confirmed. You can make another booking within your Daily Booking Limit.

## Booking Successful!

Your library room booking has been confirmed.


 A confirmation email has been sent to your HKMU email account.

If you have any questions, please contact us at via our enquiry hotline 2768 6777, email us at [libcirc@hkmu.edu.hk](mailto:libcirc@hkmu.edu.hk), or contact staff at Counter Service for immediate assistance.

 Room:	Stanley Ho Library Group Study Room 1
 Requester:	Test, LE (letest)
 Time Slots:	2026-06-04: 11:30 – 12:30

9. A **confirmation email** will be sent to your HKMU email account.

Confirmation of Booking for Library Rooms

 Library Space Booking System <lib\_admin@hkmu>  
To: Kit  
Cc: Library Space Booking System

← Reply   ← Reply All   → Forward   ...

Thu 4/6/2026 11:31 am

Action Items   + Get more add-ins

Dear LE Test,

We are pleased to inform you that your Library room booking has been confirmed.

Please be reminded to present your HKMU ID Card when claiming the room at the Service Counter.

Room	Date	Start Time	End Time	Requestor HKMUID	Group Member HKMUID
Stanley Ho Library Group Study Room 1	2026-06-04	11:30	12:30	le	ss m

Rooms not claimed within 10 minutes from the start of the session will be forfeited and the booking will be counted against the booking quota. Please refer to the [Rules and Regulations](#) for more details.

If you have any questions, please contact us at via our enquiry hotline 2768 6777, email us at [libcirc@hkmu.edu.hk](mailto:libcirc@hkmu.edu.hk), or contact staff at Counter Service for immediate assistance.

Thank you for using HKMU Library Room Booking System.

Best regards,  
HKMU Library

## Manage Booking

1. In the TAB “**My Bookings**” page, you can check **Your Active Bookings** for upcoming bookings, and **Your Booking History**.
2. You can cancel unwanted bookings by clicking **Cancel**.
3. Cancellation request should be submitted before session starts and it will not count as booking quota.

**HKMU Library Online Booking Service**

[Logout \(latest\)](#)

**Booking** | **My Bookings**

### Active Bookings (As Booker)

**Thursday, June 4, 2026**

11:30 - 12:30  
Stanley Ho Library Group Study Room 1  
Booked on: 2026-06-04 11:31:09 [Cancel](#)

### Active Bookings (As Member)

You are not a member of any active bookings.

### Booking History

**Thursday, June 11, 2026 / 14:30 - 15:30** [Cancelled \(by you\)](#) (Booker)  
Room: Stanley Ho Library Group Study Room 2  
Updated on: 2026-06-04 12:10:55

**Thursday, June 4, 2026 / 11:30 - 12:30** [No Show](#) (Booker)  
Room: Stanley Ho Library Group Study Room 1  
Updated on: 2026-06-04 11:50:04

**Thursday, June 4, 2026 / 10:30 - 11:30** [No Show](#) (Booker)  
Room: Stanley Ho Library Group Study Room 1  
Updated on: 2026-06-04 11:40:06

4. A **cancellation email** will be sent to your HKMU email account.

Cancellation of Booking for Library Rooms

Library Space Booking System <lib\_admin@hkmu>  
 To Kit  
 Cc Library Space Booking System

Reply Reply All Forward

Thu 4/6/2026 12:11 pm

Dear LE

As requested, please be informed that your booking has been cancelled.

Room	Date	Start Time	End Time	Requestor HKMUID	Group Member HKMUID
Stanley Ho Library Group Study Room 2	2026-06-11	14:30	15:30	le	ss ,ir

If you have any questions, please contact us at via our enquiry hotline 2768 6777, email us at [libcirc@hkmu.edu.hk](mailto:libcirc@hkmu.edu.hk), or contact staff at Counter Service for immediate assistance.

Best regards,  
 HKMU Library

5. If the requestors **do not check-in** the rooms at the library Service Counter **10 minutes** before the start of the session, the session automatically, with the booking quota still used.

Cancellation (No Show) of Booking for Library Room

Library Space Booking System <lib@hkmu.edu.hk>  
 To Kit  
 Cc Library Space Booking System

Reply Reply All Forward

Thu 4/6/2026 11:40 am

Dear LE Test,

Your booking below was cancelled as you did not check in within 10 minutes after the start of the session. Rooms not claimed within 10 minutes of the session start will be forfeited and the booking will be counted against the booking quota.

Room	Date	Start Time	End Time	Requestor HKMUID	Group Member HKMUID
Stanley Ho Library Group Study Room 1	2026-06-04	10:30	11:30	le	ss ,m

If you have any questions, please contact us at via our enquiry hotline 2768 6777, email us at [libcirc@hkmu.edu.hk](mailto:libcirc@hkmu.edu.hk), or contact staff at Counter Service for immediate assistance.

Best regards,  
 HKMU Library

6. Logout after you have finished.

If you have any questions, please contact us at via our enquiry hotline 2768 6777, email us at [libcirc@hkmu.edu.hk](mailto:libcirc@hkmu.edu.hk), or contact staff at Counter Service for immediate assistance.

HKMU Library

June 2026