

Research Workstation

Booking Guide



The guide offers users instructions on how to book research workstations at the Kidsploration Library.

Research Workstations



Location

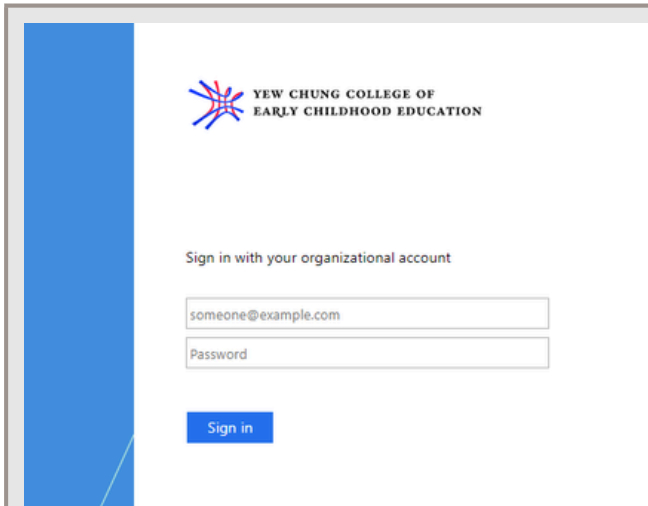
1/F, Kidsploration Library, YCCECE

- Research workstations are strictly for academic use only.
- All bookings should be made via Outlook Calendar
- Each user can make 1 session of booking per day. Reservations have a 2-hour time limit.
- Research workstations are open to everyone when not reserved. Students with bookings have priorities; others must leave when they're reserved.
- Users should shut down the computer and leave promptly at the end of their booking period.
- Bookings cancel during Signal No. 8 or Black Rainstorm.

Conduct of Users

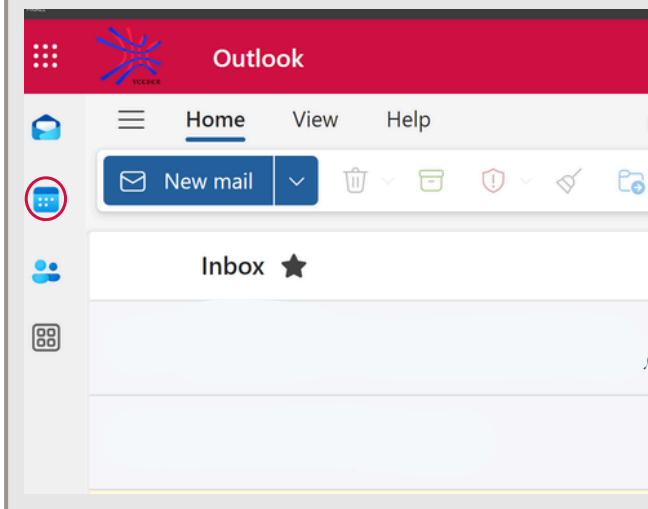
- Save your files externally before rebooting
- Do NOT add, remove or modify any hardware or software in the Workstations.
- Adhere to Hong Kong Copyright Law to prevent legal consequences.
- Transfer of bookings is not allowed
- The Kidsploration Library is not liable for personal data leaks or hardware failures.
- Do not leave valuable items unattended. The College will not be responsible for any lost or stolen items.
- Report any software, furniture, or equipment damages immediately to Library staff; misuse may incur repair or replacement costs.

Booking Research Workstation via Outlook Calendar

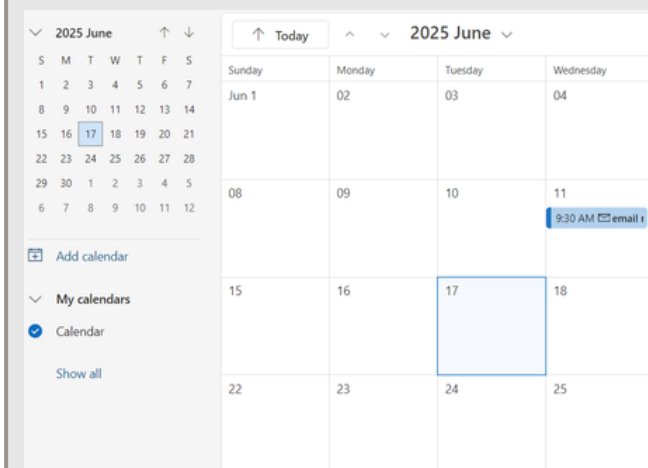


1) Login to YCCECE Webmail

BOOK NOW 



2) Click “Calendar” Button

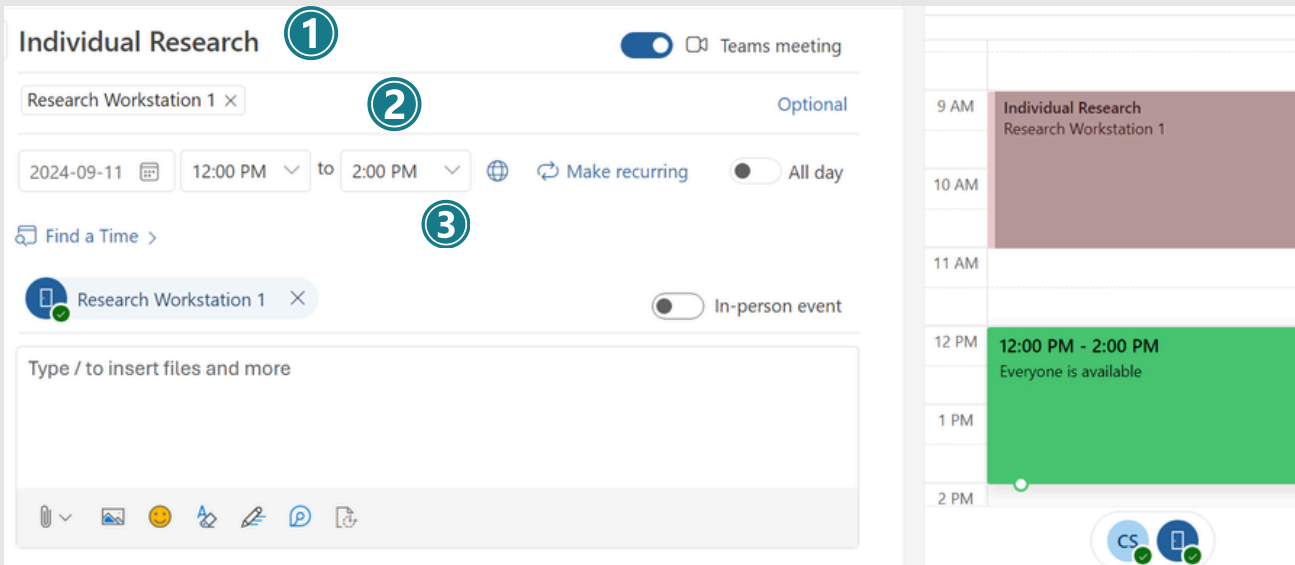


3) Select the Date

- Library Opening Hours
- Mon - Fri : 08:30A.M. -- 17:30P.M.
- SAT, SUN & Holidays : Closed

Booking Research Workstation via Outlook Calendar

4. Input your request & view availability



The screenshot shows the Outlook calendar booking interface for an event titled "Individual Research". The event is scheduled for 2024-09-11 from 12:00 PM to 2:00 PM. The interface includes a "Find a Time" button and a calendar view on the right. The calendar view shows a pink/grey block for "Individual Research Research Workstation 1" from 9 AM to 11 AM, and a green block for "12:00 PM - 2:00 PM Everyone is available" from 12 PM to 2 PM. The interface also includes options for "Teams meeting", "Optional", "Make recurring", "All day", and "In-person event".

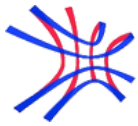
4.1) Input your request title

4.2) Input “Research Workstation 1 / 2”

4.3) Select the time (Must be within a 2-hour limit)

- Green indicates that the timeslot is available for booking.
- Pink/Grey indicates that the timeslot has been booked by other applicants.
- Reservations exceeding 2 hours will be automatically declined.
- Reservations outside of Library opening hours will be automatically declined.

4.4) Submit your request



Booking Research Workstation via Outlook Calendar

5. Receiving Approval Email



Research Workstation 1 accepted



Research Workstation 1

To:

Your request was accepted.

Sent by Microsoft 365

← Reply

When using the research workstation, please present the approval email to the library staff.