

Study Carrels — Same-Day On-Site Registration

⚠ At the opening peak, **take a queue ticket** and wait your turn · at all other times, **walk up to the counter** ⚠

CASE A

Opening Peak · Queue Ticket

Applies only when **several readers arrive at opening time** wanting to book or use a carrel that day.
Collect a ticket at **Counter 1, 1F Main Library**. One ticket per person per day; readers are served in ticket order.

CASE B

Regular Hours · Walk-Up

Once the opening peak has passed, **no ticket is needed**.
Undergraduates may **go straight to the counter**; staff process requests in the order readers arrive.

Same-Day On-Site Registration in 4 Steps

1

Take a Ticket

At **Counter 1**, if busy
One ticket per person daily
If quiet, go straight to the counter

2

Register in Turn

Weekdays **08:20** · Sat/Sun **09:20**
Bring your ID to Counter 1

3

Three Calls On Site

Missing **3 calls or your number**
means forfeiting your place

4

Arrive Within 20 Min

Within **20 minutes** of your slot
Otherwise it is cancelled

1. Opening Hours & Queue-Ticket Schedule

Period	Opening Time (Tickets Issued)	Registration by Number Begins	Counter & Ticket Pickup
Monday – Friday	08:00	08:20	1F Main Library [Counter 1]
Saturday & Sunday	09:00	09:20	

2. Fixed Booking Slots (for the 2 Reserved Carrels)

Monday – Friday (3 slots)	Saturday & Sunday (3 slots)
① 08:30 - 12:30	① 09:30 - 13:00
② 13:00 - 17:00	② 13:30 - 17:30
③ 17:30 - 21:30	③ 18:00 - 21:30

3. Booking Rules for Undergraduate Students (New)

◆ Which carrels can be booked, and how long each booking may run

2 + More

Wider Range of Carrels

Besides the **2 carrels** set aside each day, **any other carrel with slots still open** that day is also available to undergraduates.

4 Hours

Limit Per Booking

Each booking may run for up to **4 hours**. Once that slot **has been used**, you may return to the counter and book another 4 hours.

Same Day Only

Counter Booking Rights

Booking rights granted at the counter are **valid for that day only**. Slots on later dates cannot be reserved.

4. Key Points for Readers

- When tickets are issued:** Queue tickets are given out **only at opening, when several readers at once** wish to book or use a carrel. At all other times undergraduates are served on a **walk-up basis**, with no ticket required.
- Daily quota:** **2 carrels** are set aside each day for same-day on-site registration, and any other carrels still free that day are also opened to undergraduate bookings (expanded resource sharing).
- Identification:** Please present the borrower's own **ID card or student card** when registering. Booking on behalf of another person is not permitted.
- Late cancellation:** After registering, go directly to the carrel and scan the **QR code on the door** within **20 minutes** of the booked start time. Bookings not taken up are cancelled automatically and the slot is released at once to other readers on site.