How to use the reading seat reservation system

■ The outline

- Reservations are required to use some of the reading seats, database PC, and Internet PCs via the library terminal.
- Reading seats can also be reserved from a smartphone or computer.
  ※Reservations cannot be made by phone or at the counter.
  ※Internet PCs can be reserved only on the same day from terminals inside the library.
- Real-time information on available seats can be checked.

■ The person who can use service

Holders of Meguro City Library card
※If you do not have a library card or if your library card is overdue (3 years), please register and renew your card at the Reference Desk in advance. Those who live outside of Meguro Ward can also create a Library card.

■ Libraries with reservation systems and the number of seats installed(A data base PC and the internet PC are removed)

Libraries with reservation systems	the number of seats installed
Yakumo Chuo Library	48 seats
Ohashi Library	24 seats
Meguro Citizens Center library	18 seats
Moriya Library	6 seats
Midorigaoka Library	10 seats

■ Reservation method (2 kinds)

【Reserve Now】(Make a reservation from a terminal in the library)
- If you wish to use a seat immediately upon arrival, please make a reservation at a terminal in the building.
- Seats can be selected at the time of reservation.

【Web reservation】(Make reservations from your smartphone and home computer.)
- Reservations can be made 7 days prior to the desired date.

■ About the seat you can use.

Seat type	Explanation	Available hours	Maximum daily hours of use	WEB Reservation
Reading seat	Seats are available for reading and study. You can also bring your own PC or other devices.	30minutes/60minutes/ 90minutes/120minutes The unit ※ It's possible to choose only 120 minute unit for Web reservation.	One time use is limited to 120 minutes. There is no limit to the number of times it can be used.	Possible (the part)
Data base PC Yakumo Chuo Library :1 seat	You can use various databases,and browse National Diet Digital Collection	30minutes/60minutes The unit ※It's possible to choose only 60 minute unit.	Until 120 minutes.	Possible
The internet PC Yakumo Chuo Library :3 seats Ohashi Library:1seat	This is a seat where you can do research on an Internet computer.	30minutes/60minutes The unit ※ It's possible to choose only 30 minute unit in the Ohashi Library .	Until 120 minutes.	**Impossible**

【precautions】

➢ If you have made a web reservation, please complete the "Reservation Confirmation" procedure on the day of use. If you do not complete the "Confirm Reservation" procedure within 10 minutes of the start time of use, your seat reservation will be automatically cancelled.
　※Procedures for use can be completed after the visit to the library on the　day of use.

➢ Please place your reservation slip visible on the desk and take your seat.

➢ If a seat is available and the reservation slip is not on the desk, we may cancel your seat reservation.

➢ Only one reservation can be made. There is no function to extend the usage time, so please make a new reservation after you have finished using the room.
　※When a seat is used, it is included in the number of reservations.

➢ When using a PC seat, the "maximum daily usage time" of 120 minutes is calculated in units of time slots. Therefore, even if you leave the seat in the middle of the day,the total time will be calculated based on the total of the original time slot.
　Example: If you are using a seat for 30 minutes and leave the room after using it for 10 minutes, the remaining available time will be 90 minutes.（120 minutes - 30 minutes = 90 minutes）

➢ If you no longer wish to use your reserved seat, or if you wish to terminate your use of the seat in the middle of a reservation, in order to allow more people to use the seat, please cancel your reservation or follow the procedure for leaving the seat.
　※This service is not available by phone or at the counter.