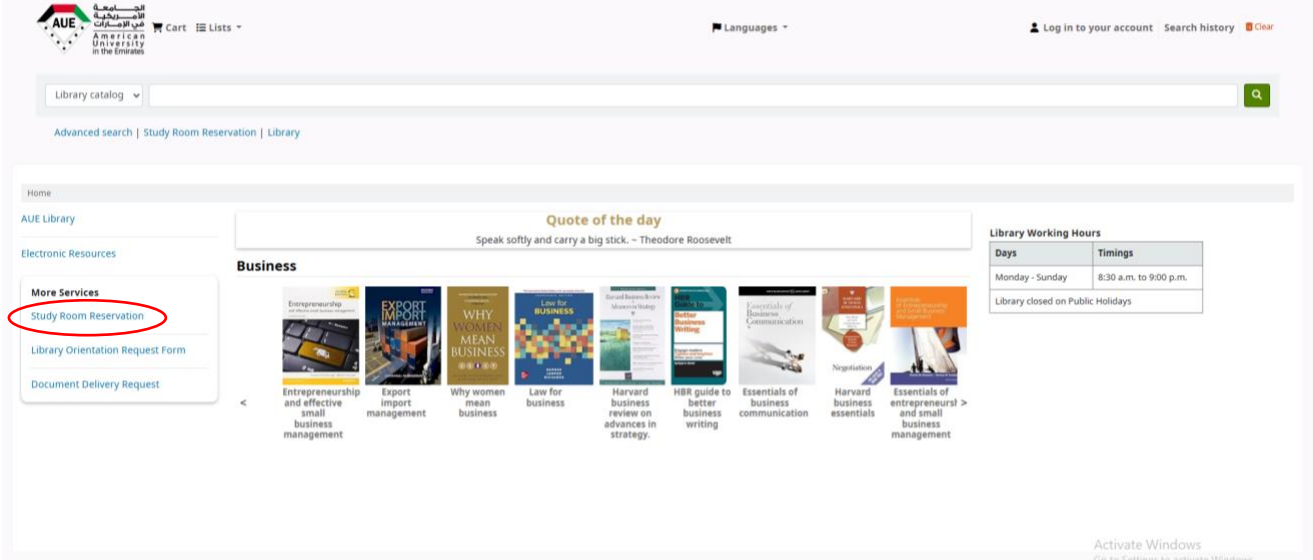


AUE Library Study Rooms Reservation Booking Guide

دليل حجز غرف الدراسة في مكتبة الجامعة الأمريكية في الإمارات

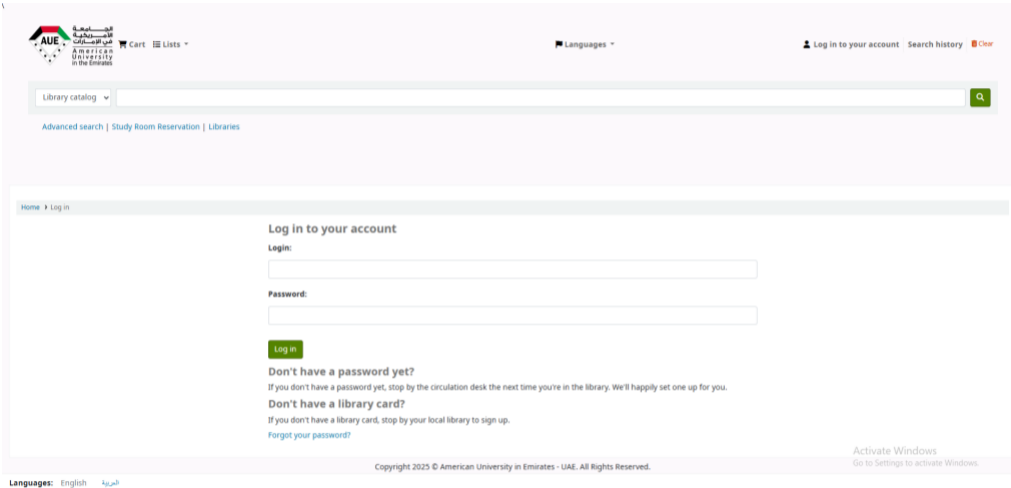
Step-1: Go to: <https://catalog.aue.ae/> and click on Study Room Reservation

الخطوة الأولى: الذهاب الي الرابط <https://catalog.aue.ae/> واختيار حجز غرف الدراسة Study Room Reservation



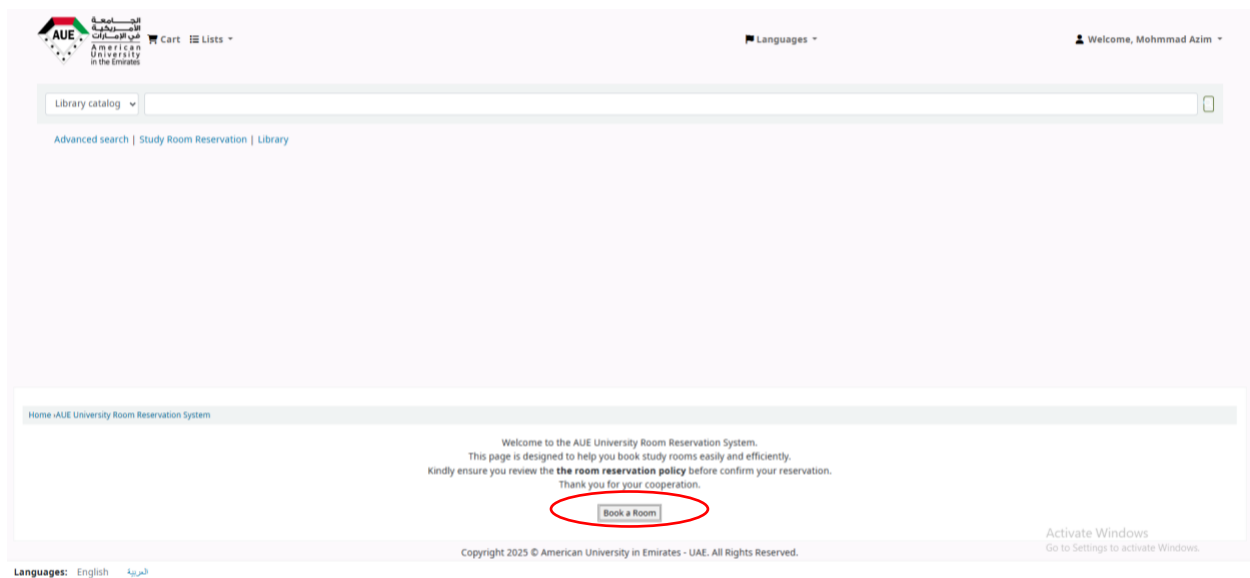
Step-2: Enter your email id and password (If you are using the system first time you have to reset your password from “Forgot your password” option)

خطوة - 2: ادخل البريد الالكتروني والرقم السري (إذا تسخدم النظام لأول مرة يجب اعادة انشاء رقم سري جديد من خلال (اختيار نسيت الرقم السري Forgot your password))



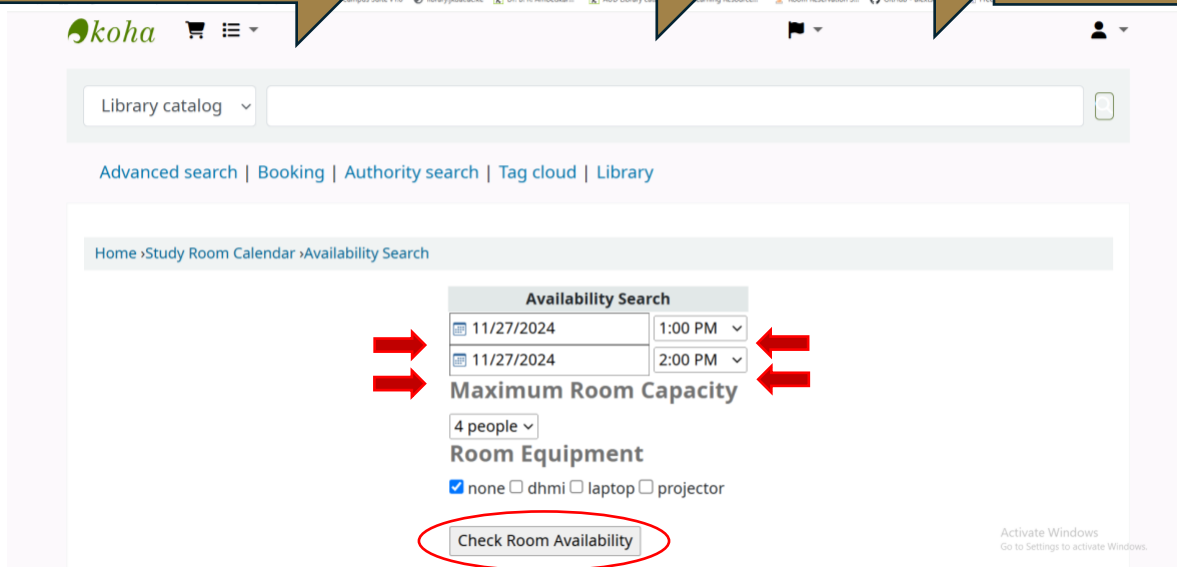
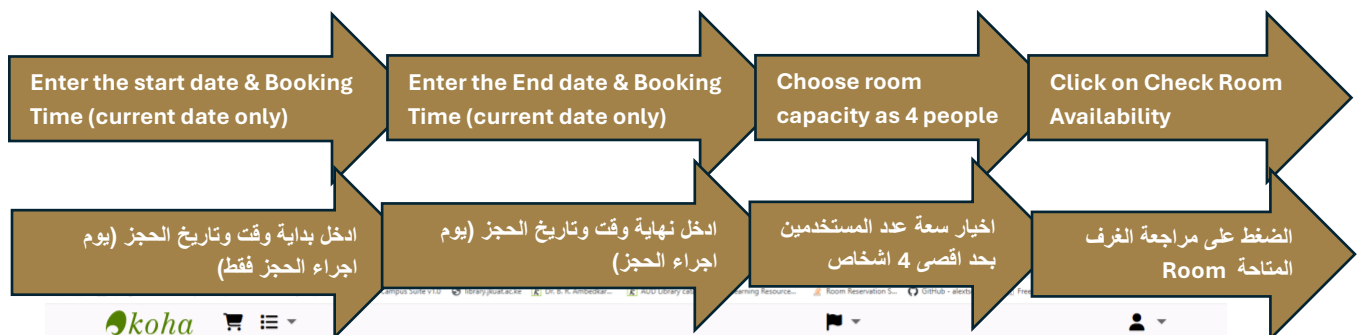
Step-3: Click on 'Book a Room'

خطوة 3 - اضغط على "حجز غرفة Book a Room"



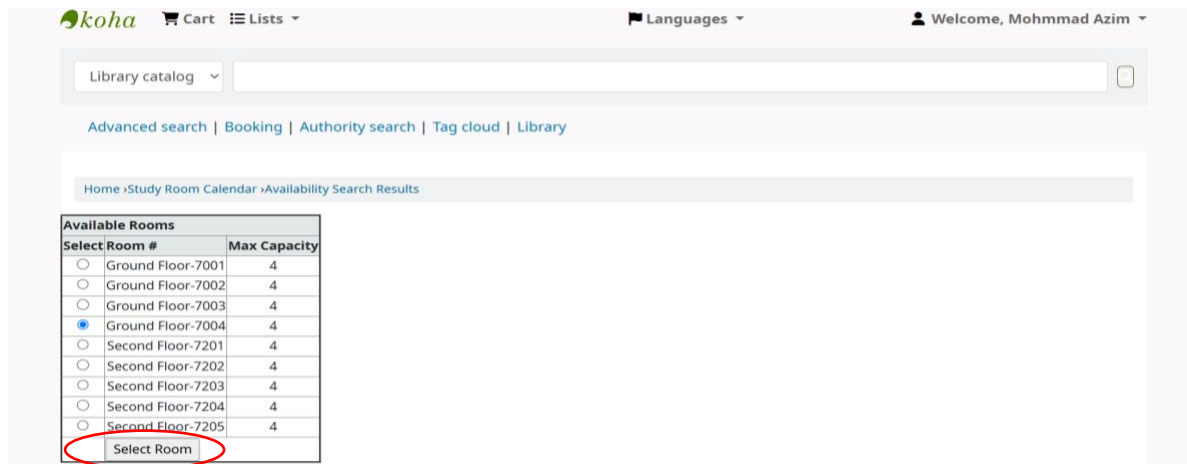
Step-4:

خطوة 4:



Step-5: Select any desired study room and click on “Select Room”

خطوة-5: اختيار اي من الغرف المتاحة ثم الضغط على "تحديد الغرفة Select Room"

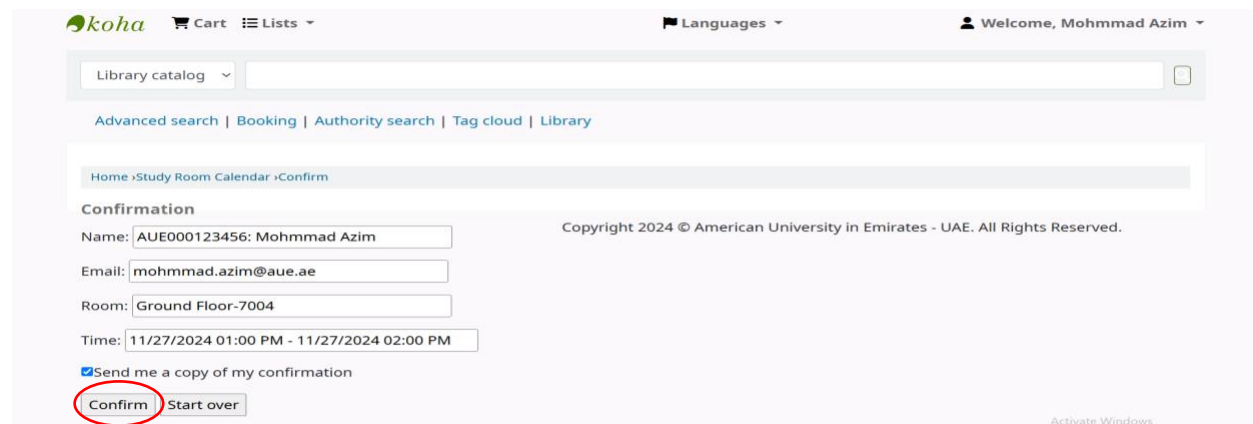


The screenshot shows the Koha library system interface. At the top, there's a navigation bar with 'koha', 'Cart', 'Lists', 'Languages', and 'Welcome, Mohammad Azim'. Below this is a search bar with 'Library catalog' and a search icon. A menu bar includes 'Advanced search', 'Booking', 'Authority search', 'Tag cloud', and 'Library'. The main content area shows a breadcrumb trail: 'Home > Study Room Calendar > Availability Search Results'. Below this is a table titled 'Available Rooms' with two columns: 'Select Room #' and 'Max Capacity'. The table lists several rooms, including 'Ground Floor-7001' through 'Ground Floor-7004' and 'Second Floor-7201' through 'Second Floor-7205'. The 'Select Room' button at the bottom of the table is circled in red.

Select Room #	Max Capacity
<input type="radio"/> Ground Floor-7001	4
<input type="radio"/> Ground Floor-7002	4
<input type="radio"/> Ground Floor-7003	4
<input checked="" type="radio"/> Ground Floor-7004	4
<input type="radio"/> Second Floor-7201	4
<input type="radio"/> Second Floor-7202	4
<input type="radio"/> Second Floor-7203	4
<input type="radio"/> Second Floor-7204	4
<input type="radio"/> Second Floor-7205	4
<input type="button" value="Select Room"/>	

Step-6: The booking details will be displayed as below. Click on “Confirm” (if you want to modify the booking then click on start over)

خطوة-6: يستم ظهور بيانات الغرفة التي تم اختيار حجزها، اضغط على "موافقة Confirm" (إذا اردت اي تعديلات اضغط على "ابدأ من جديد start over")



The screenshot shows the Koha library system interface. At the top, there's a navigation bar with 'koha', 'Cart', 'Lists', 'Languages', and 'Welcome, Mohammad Azim'. Below this is a search bar with 'Library catalog' and a search icon. A menu bar includes 'Advanced search', 'Booking', 'Authority search', 'Tag cloud', and 'Library'. The main content area shows a breadcrumb trail: 'Home > Study Room Calendar > Confirm'. Below this is a 'Confirmation' section with the following details: Name: AUE000123456: Mohammad Azim, Email: mohammad.azim@aue.ae, Room: Ground Floor-7004, Time: 11/27/2024 01:00 PM - 11/27/2024 02:00 PM. There is a checkbox labeled 'Send me a copy of my confirmation' which is checked. At the bottom, there are two buttons: 'Confirm' (circled in red) and 'Start over'.

Confirmation

Name: AUE000123456: Mohammad Azim

Email: mohammad.azim@aue.ae

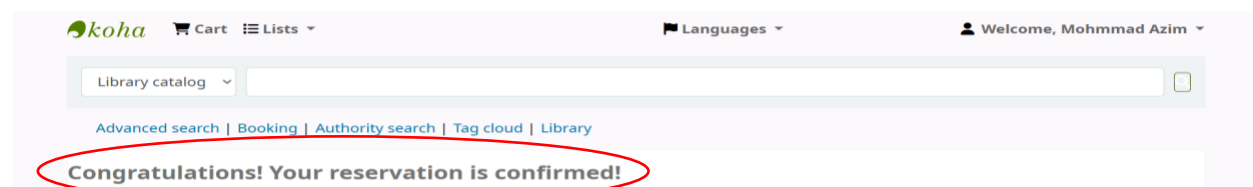
Room: Ground Floor-7004

Time: 11/27/2024 01:00 PM - 11/27/2024 02:00 PM

☒ Send me a copy of my confirmation

You will see the below message for successful booking

سوف تظهر الرسالة نجاح الحجز



The screenshot shows the Koha library system interface. At the top, there's a navigation bar with 'koha', 'Cart', 'Lists', 'Languages', and 'Welcome, Mohammad Azim'. Below this is a search bar with 'Library catalog' and a search icon. A menu bar includes 'Advanced search', 'Booking', 'Authority search', 'Tag cloud', and 'Library'. The main content area shows a message: 'Congratulations! Your reservation is confirmed!' which is circled in red.

Congratulations! Your reservation is confirmed!

AUE Library Study Rooms Reservation Policy

سياسة خدمة غرف المذاكرة

1. Study rooms must be booked through the AUE Library Portal.
2. Each room accommodates a maximum of four students.
3. The maximum booking duration for a study room is strictly limited to **one hour per day per student**. Bookings are non-renewable.
4. Study rooms must be booked on the **same day** they are to be used. Advance or future reservations are not allowed.
5. Students who want to book a room must log in with their University IDs on the reservation portal: <https://catalog.aue.ae>
6. Upon arrival at the library, students must present a booking confirmation email and a valid student ID at the reception counter for verification.
7. Students are strictly prohibited from using a booked study room to store their belongings, locking it, and leaving for classes. If such behavior is observed, security will be notified, the room will be cleared of personal items, and the reservation will be canceled.
8. Study rooms are strictly designated for studying and should not be used for talking, socializing, or entertainment purposes.
9. Students are expected to keep the study rooms clean. **Trash must be disposed** of properly in the designated bins. **Reservations will be automatically canceled, and the study rooms will be vacated under the following conditions:**

1. If the student arrives more than 5 minutes late, the reservation will be canceled, and they will be notified.
2. If the student brings or consumes food inside the room.
3. If the rooms are used for gaming or if students engage in inappropriate or disruptive behavior.
4. Smoking is strictly prohibited in the study rooms.

- 1- يتم حجز غرف الدراسة من خلال بوابة الجامعة.
- 2- تستقبل الغرف طالب الى اربع طلاب كحد اقصى
- 3- حجز الغرفة لمدة ساعة واحدة فقط في اليوم غير قابلة للتجديد لأي من استخدموا الخدمة في اي غرفة من غرف المذاكرة.
- 4- حجز الغرف يكون في يوم الاستخدام فقط، لا يوجد حجز مسبق للغرف.
- 5- يجب تسجيل رقم الهوية الجامعية لحجز الغرف، و ذلك في خانة الحجز من خلال البوابة الجامعية <https://catalog.aue.ae>
- 6- يجب تأكيد الحجز عند الحضور للمكتبة لاستخدام الغرف مع موظف الإستقبال للتأكد من الرقم الجامعي.
- 7- ممنوع وضع الاغراض الشخصية في الغرفة اثناء مغادرتها بغرض العودة ايأ كان السبب، سيتم إبلاغ الامن بإخلاء الغرفة من اي غرض.
- 8- غرف الدراسة متاحة للمذاكرة فقط، ليس للترفيه.
- 9- يجب الحفاظ على نظافة الغرف وعدم إلقاء المخلفات بداخلها.

سيتم إلغاء الحجز تلقائياً وإخلاء الغرف في الحالات التالية:

- 1- إذا تأخر الطلاب عن الحجز لمدة 5 دقائق، سيتم إلغاء حجزهم وإخطارهم.
- 2- إذا تم ادخال او تناول المأكولات داخل الغرفة.
- 3- إذا تم استخدام الغرف للالعاب أو التحدث داخل الغرف بشكل مزعج غير لائق.
- 4- غير مسموح التدخين داخل الغرف