



AUK LIBRARY

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AUK
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Manual for the library Reservation System

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Library Reservation System

A. Space Reservation System

B. Tutoring Session Appointment Booking System

- The Library Reservation System is a valuable resource that can be easily accessed by AUK students/staff through the [AUK](#) website to make reservations and requests virtually anywhere.

> Software for managing the bookings, reservations, and scheduling for the library tutoring sessions, private rooms, study spaces, and computer workstations

Sign Up

Go to <https://lrs.auk.edu.krd/> and follow the steps below

AUK Staff and Student

Note: AUK Staff and Students DO NOT need to register, as they can use their AUK login credentials.

Step 1: Click **Login** (located on the homepage)

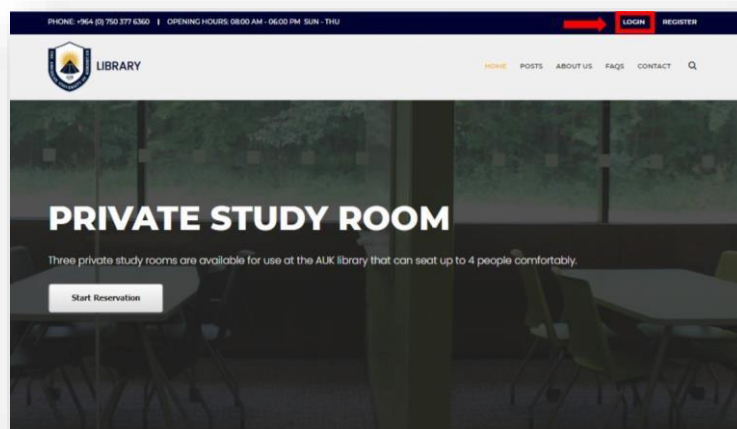


Figure 1/ home page

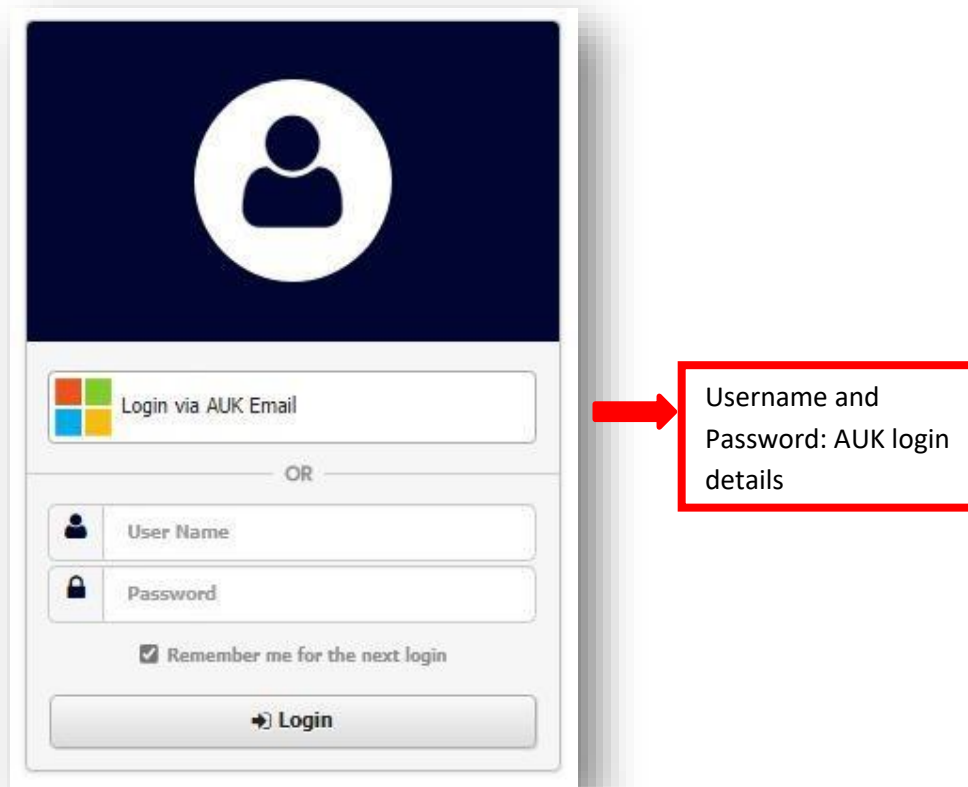
Step 2: Login using your AUK login details (Your University Email and Password).

Figure 2 Log in details

> User Registration for new patrons/users**Associate members/ Library Visitors**

> Go to <https://lrs.auk.edu.krd/> and follow the steps below

- a. **Important note: New Users (Those who don't have AUK emails) need to visit/contact the library team in order to have their accounts verified.**

Step 1: Click Register (located on the homepage)

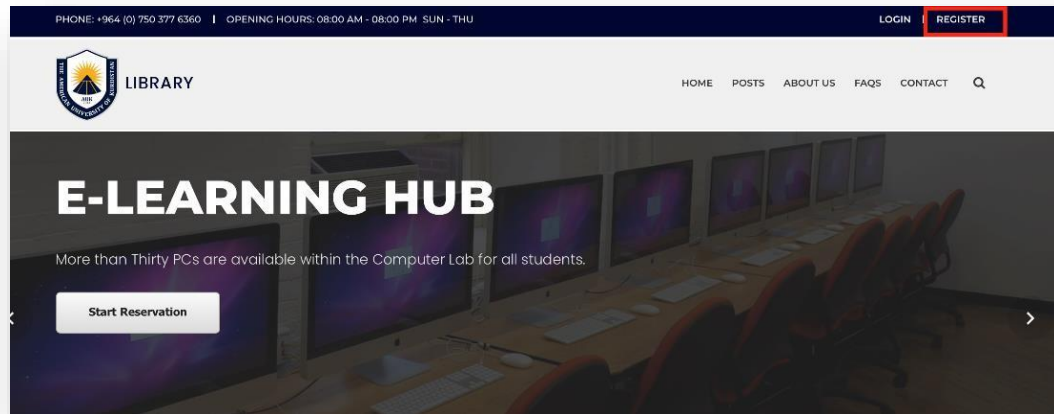


Figure 3/homepage

Step 2: Provide the information below (See Figure 5)

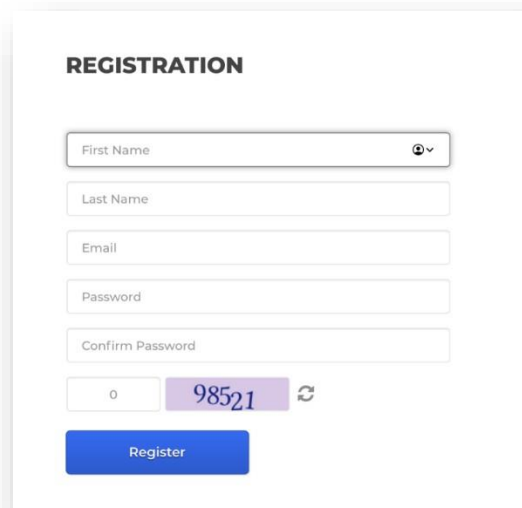


Figure 4/ Registration Form

Note: Password should be more than 8 characters (double check the conditions)

Step 3 (Part 1): To continue account activation, please check your email and validate the confirmation email.

Note: Please make sure to check your junk mails if you cannot find the mail in your inbox.

Step 3 (Part 2): Click the **Confirm** account button.

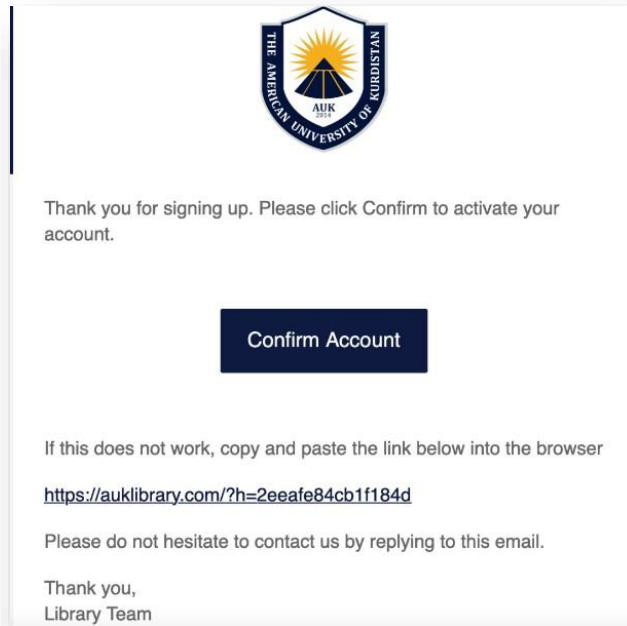


Figure 5/ confirm account

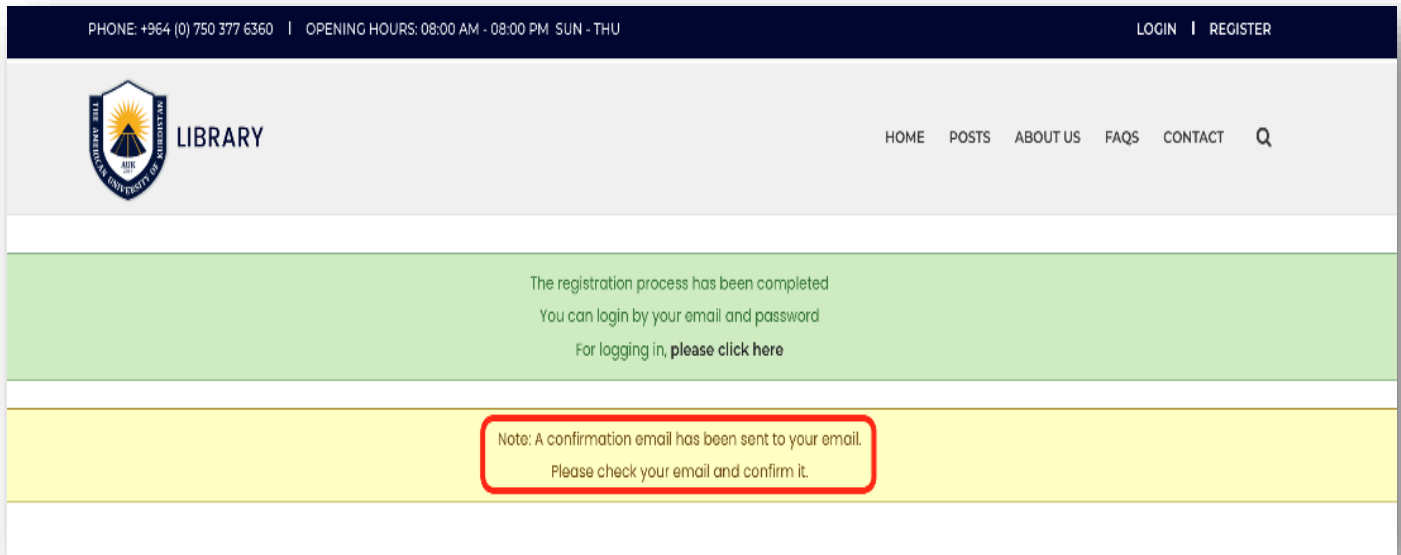


Figure 6 Confirmation Email

>To access your account, follow the steps below

- Click on Your Account Name (See Figure 8)

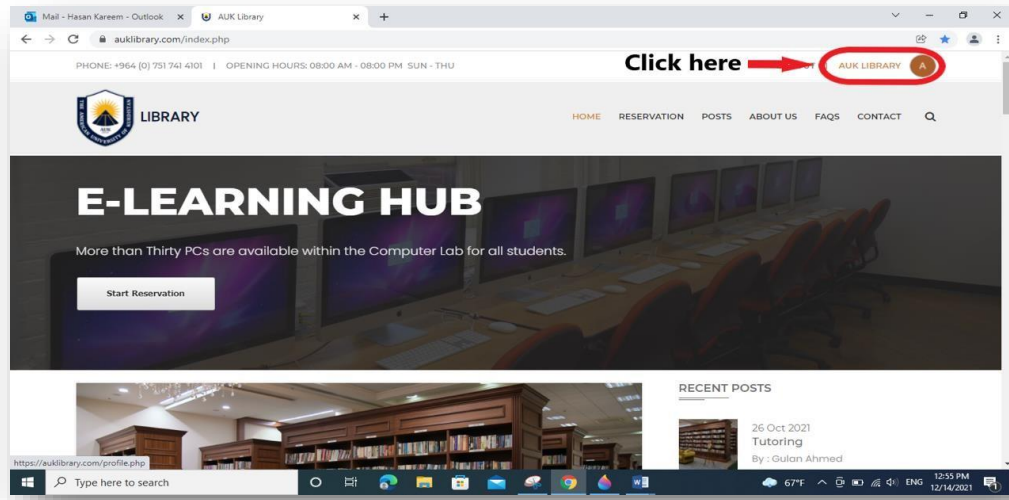
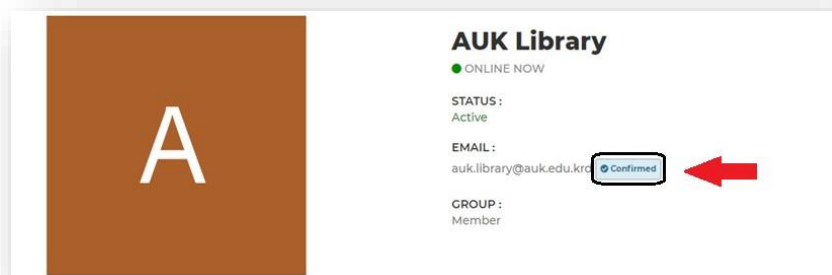


Figure 7/Registration Account Check

Note: Make sure to activate your account before making reservations.

- Check the confirmation status of your account (See Figure 9)



Note:

Figure 8 confirmation status

This sign indicates that your email has been confirmed.



This sign indicates that your email has **Not** been confirmed

resend email

> Change your LRS account password

Keep your account more secure by changing your password. It only takes a few steps (See image below).

- **Step 1:** Click on **Your Account Name**
- **Step 2:** Click on **Change Password**

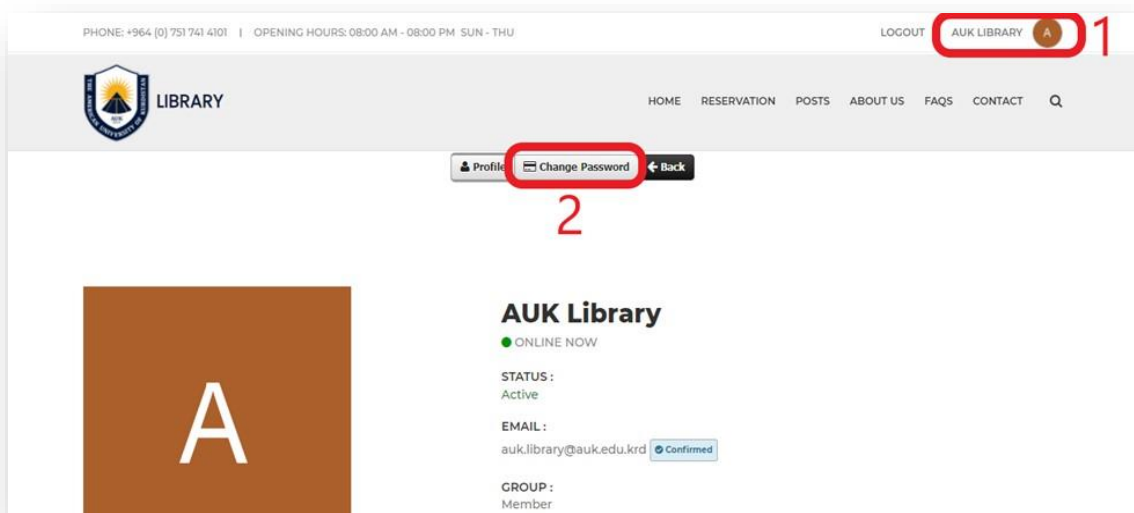


Figure 9/ change account password

Log into Your Account

To log in, follow the steps below:

- Go to the AUK website at <https://auk.edu.krd/>
- Library webpage (under academics) at <https://auk.edu.krd/library/>
- Click **Reserve Study Spaces**
- Enter your username/email

- Enter your password
- Click on Log in button, you will be directed to the Library Home page (See Figure 10)

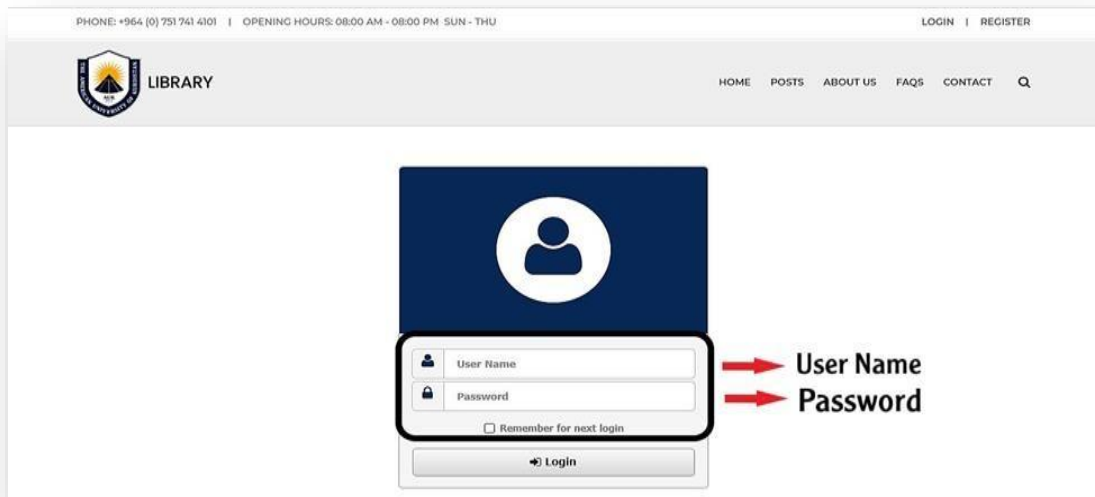


Figure 10/Log-in Page

Reservations

On the library homepage click the following to reserve a seat (See Figure 11):

Reservations are available at:

- Centers
 - Learning Center
 - Tech Hub
 - Science Hub
- E-learning Hub
- Private study rooms
- Group work table
 - Silent Zone
 - Collaboration Zone

- Quiet Zone

Note: you need to set up a (start time and end time) the due date

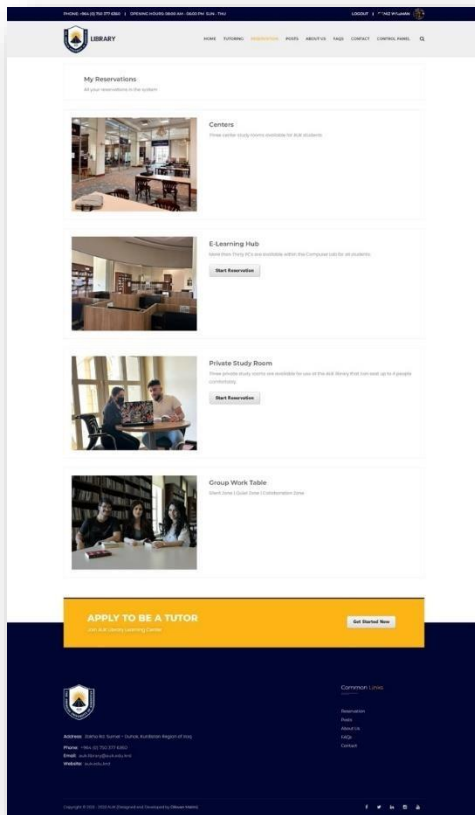


Figure 11 learning centers

3.1 Centers (Learning Center, Tech Hub, & Science Hub)

How to Reserve:

- Under **Reservations**, select **Centers** and then the category for which you wish to make a reservation.
- Select the date (start and end time) you wish to reserve (See Figure 12)
- Then, click **Check the availability** and/or **Check on Map**. (See Figure 13)

Note: you need to set up a (start time and end time) date for reservation

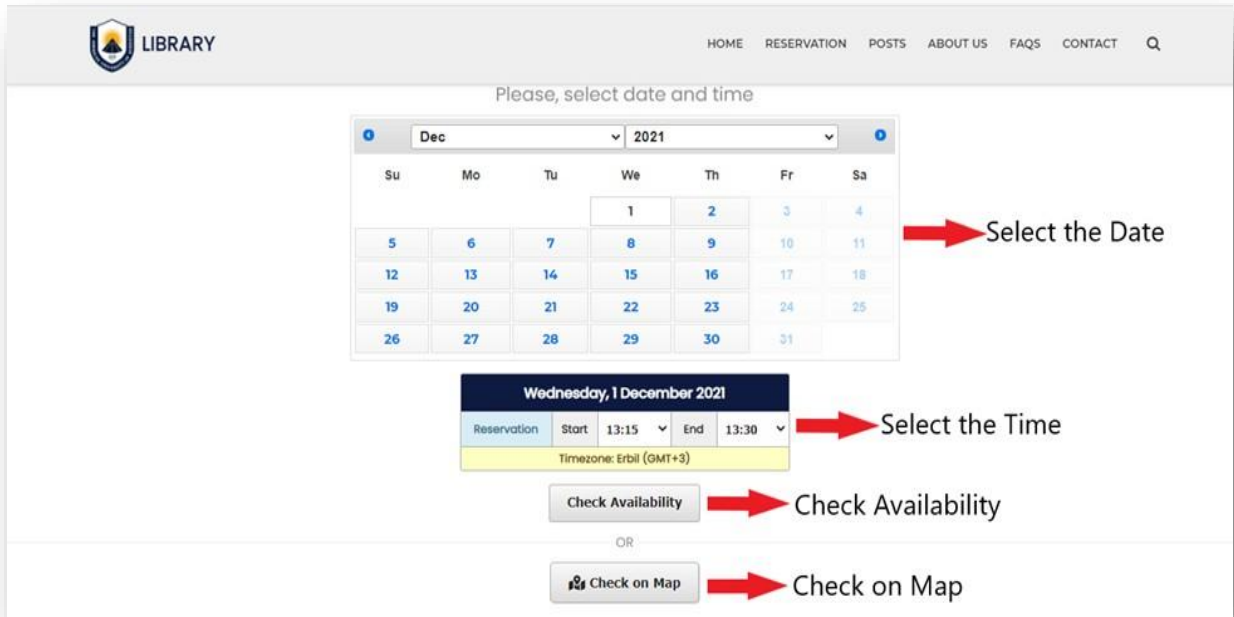


Figure 12 learning centers Hub Date and Time

Select a seat and click **Reserve** (See Figure 13&14)

- Click on any table you wish to reserve
- You can reserve more than one chair
- Instructors can reserve more than one table at the same time.
- Students may only reserve ONE table at a time.



Figure 13 Learning Hub Seat Availability

- **Green** shows the table is available for reservation.
- **Grey** shows the table is not available for reservation at the moment.
- **Red** shows the table has already been reserved.
- **Blue** shows your selected tables.

Note: You can see the location of each table you want to reserve.

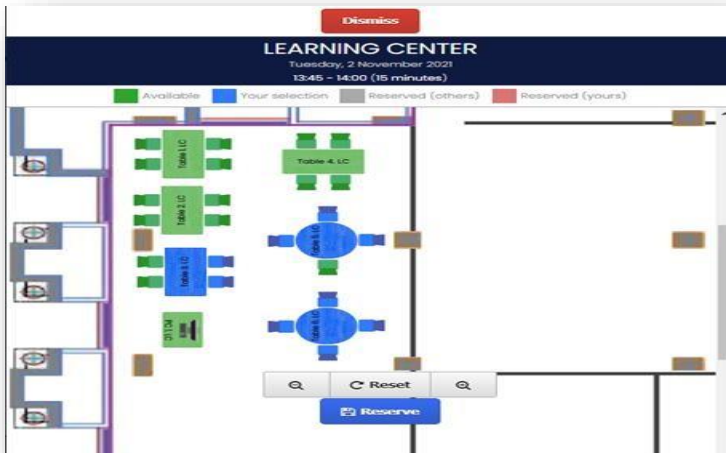


Figure 14/Learning Center Map Graph

3.2 E-Learning Hub

How to Reserve

On the library homepage, click the following to reserve a seat (See Figure 16):

- Under **Reservations**, select E-Learning Hub to make a reservation.
- Select the date (start and end time) you wish to reserve (See Figure 15)

Note: you need to set up a (start time and end time) due date

- Then, click **Check the availability** and/or **Check on Map**. (See Figure 17)
- Finally, select a seat and click **Reserve** (See Figure 16 & 17)

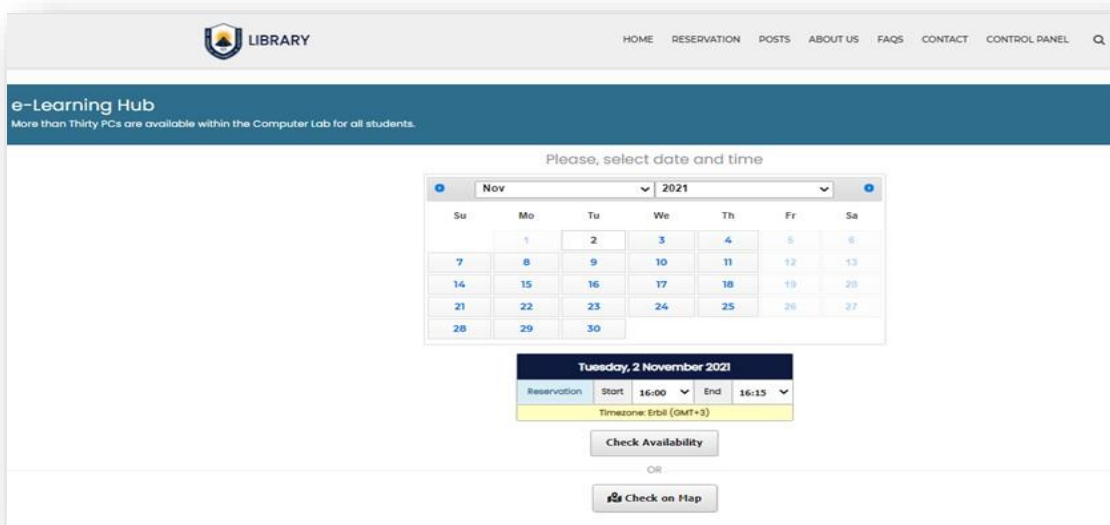


Figure 15/ E-Learning Hub Date and Time

Note: on check seat availability page (See figure 17):

- Click on any of the 1 to 32 PCs you wish to reserve.
- Instructor can reserve more than one PCs.
- Students can only select one PC.
- Click on the reserve button below to reserve.



Discussion	
E-LEARNING HUB	
Tuesday, 2 November 2021	
16:00 - 16:30 (15 minutes)	
 PC 1	PC: Available
 PC 2	PC: Available
 PC 3	PC: Available
 PC 4	PC: Available
 PC 5	PC: Available
 PC 6	PC: Available

Figure 16 E- Learning Hub and Date

- **Green** shows the table is available for reservation.
- **Grey** shows the table is not available for reservation at the moment.
- **Red** shows the table has already been reserved.
- **Blue** shows your selected tables.

Note: On check map graph (See figure 18)



Figure 17 E-learning Hub map Graph

3.3 Private Study Room

How to Reserve

On the library homepage, click the following to reserve a seat (See Figure 19):

- Under **Reservations**, select Private Study Room to make a reservation.
- Select the date (start and end time) you wish to reserve (See Figure 24)

Note: you need to set up a (start time and end time) due date.

- Then, click **Check the availability** and/or **Check on Map**. (See Figure 19)
- Finally, select a seat and click **Reserve** (See Figure 18 & 19)

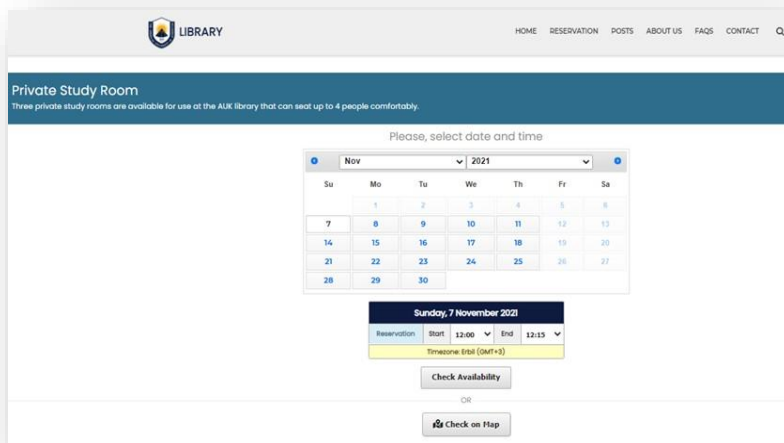


Figure 18 study room Hub Date and time

Note: on check seat availability page (See figure 19)

- Click on a room you wish to reserve.
- Click on the reserve button below to reserve

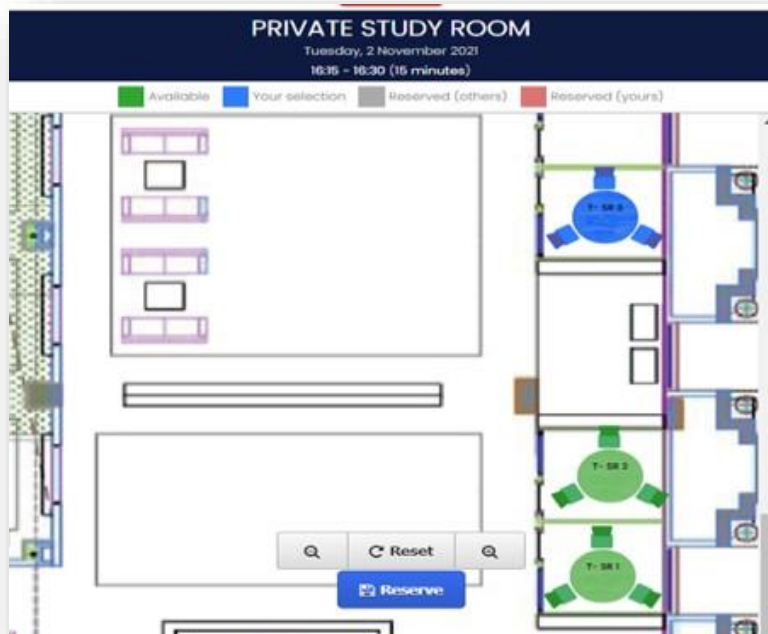


Figure 19 Study Room Hub Map Graph

- **Green** shows the table is available for reservation.
- **Grey** shows the table is not available for reservation at the moment.
- **Red** shows the table has already been reserved.
- **Blue** shows your selected tables.

Note: Once you have confirmed your reservation, you should receive an email with your Reservation Details, which include (location, date, time, duration, and status), in a table. (See figure 20)

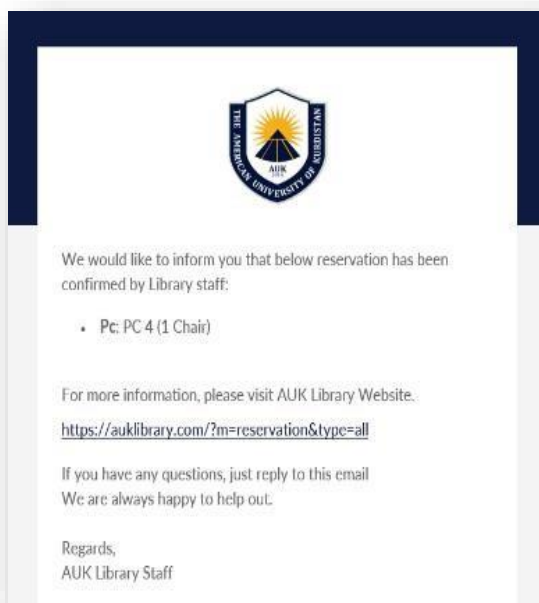


Pc: PC 4 (1 Chair)	
Lab	e-Learning Hub
Date	2022/12/18
Time	3:45 PM - 4:00 PM
Duration	15 minutes
Status	On Going

Figure 20/ Reservation Details

The confirmation email will be sent to you regarding your reservation.

Note: If you are unable to confirm your reservation, please copy and paste the link shown in the image below into your browser.



3.4 Group Work Table (Silent Zone, Collaboration Zone, & Quiet Zone)

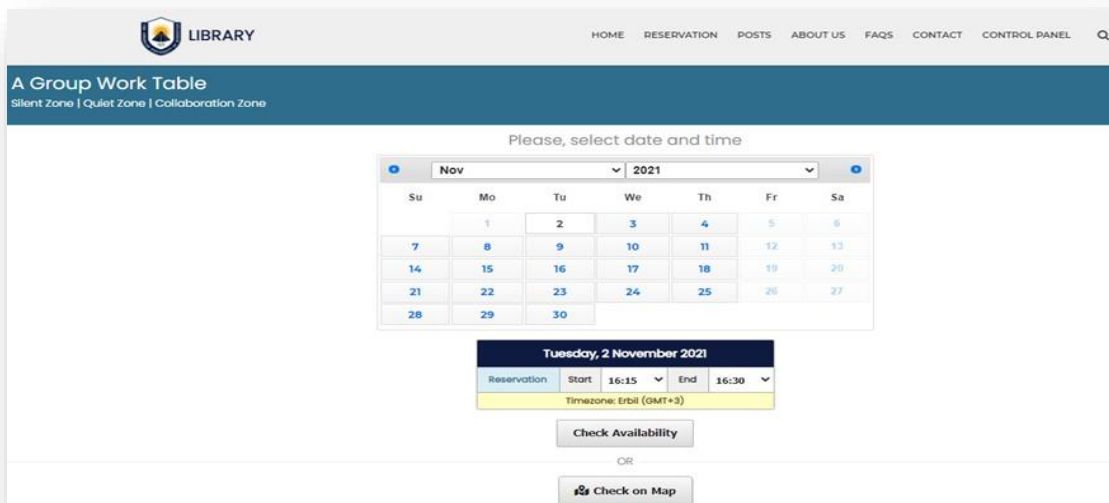
How to Reserve

On the library homepage click the following to reserve a seat (See Figure 24):

- Under **Reservations**, select a Group Work Table Hub to make a reservation.
- Select the date (start and end time) you wish to reserve (See Figure 23)

Note: you need to set up a (start time and end time) due date.

- Then, click **Check the availability** and/or **Check on Map**. (See Figure 25)
- Finally, select a seat and click **Reserve** (See Figure 23 & 24)



The screenshot shows the 'A Group Work Table' reservation page. At the top, there is a navigation bar with 'HOME', 'RESERVATION', 'POSTS', 'ABOUT US', 'FAQS', 'CONTACT', and 'CONTROL PANEL'. Below the navigation bar, the page title is 'A Group Work Table' with sub-headers 'Silent Zone | Quiet Zone | Collaboration Zone'. The main content area prompts the user to 'Please, select date and time'. It features a calendar for November 2021 with dates from 1 to 30. Below the calendar, there is a section for 'Tuesday, 2 November 2021' with a 'Reservation' button, a 'Start' time of 16:15, and an 'End' time of 16:30. The 'Timezone' is set to 'Erbil (GMT+3)'. There are two buttons: 'Check Availability' and 'Check on Map'.

Figure 23/ A group work table Hub Date and Time

Note: on check seat availability page (See figure 22):

- Click on any table you wish to reserve in the three main areas.
- The three areas include; (Quiet Zone, Silent Zone and Collaboration Zone)
- Instructor can select more than one table.
- Students can only select one table.
- Click on reserve button below to reserve
- **Green** shows the table is available for reservation.
- **Grey** shows the table is not available for reservation at the moment.
- **Red** shows the table has already been reserved.

- **Blue** shows your selected tables.






A GROUP WORK TABLE	
Thursday, 4 November 2021	
15:45 - 16:00 (15 minutes)	
 <p>T-Qz 1</p>	TABLE Available CHAIRS: Available: 4 Selected: 0 Reserved (others): 0 Reserved (yours): 0
 <p>T-CZ 4</p>	TABLE Available CHAIRS: Available: 4 Selected: 0 Reserved (others): 0 Reserved (yours): 0
 <p>Table 2-A</p>	TABLE Available CHAIRS: Available: 2 Selected: 0 Reserved (others): 0 Reserved (yours): 0
 <p>Table 3-A</p>	TABLE Available CHAIRS: Available: 2 Selected: 0 Reserved (others): 0 Reserved (yours): 0
 <p>Table 1-CZ</p>	TABLE Available CHAIRS: Available: 4 Selected: 0 Reserved (others): 0 Reserved (yours): 0

Figure 24/ A group work table Hub Seat Availability

Note: Check the three Zones On check map graph to reserve (See figure 25)

- A. Collaboration Zone
- B. Silent Zone
- C. Quiet Zone

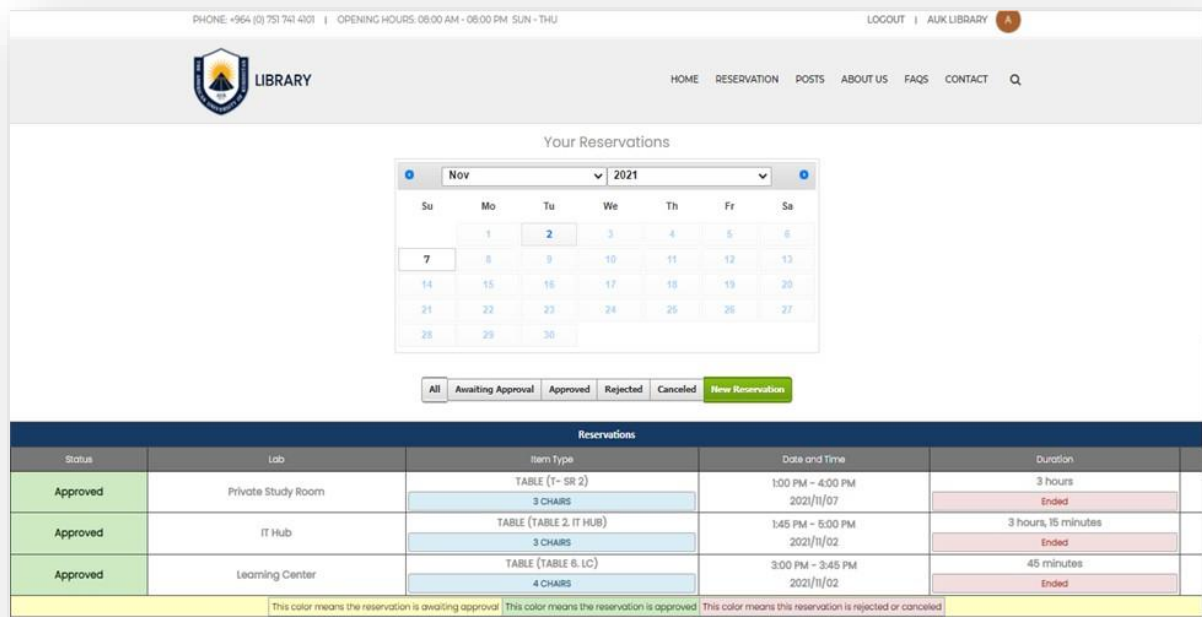


Figure 25/ GROUP WORK TABLE Hub Map Graph

Check Your Reservation

You will be able to see the history of the reservations you made previously, such as:

- Awaiting approval (includes the reservations that are ready for you to approve).
- Approved (includes reservations which have been approved).
- Rejected (includes reservations which have been rejected).
- Canceled (includes reservations which have been canceled).
- The library team will cancel the reservation if an emergency occurs. You will be contacted prior to cancellation.
- If you are unable to attend, please cancel your reservation so that the seat is available for the next guest.



The screenshot shows the 'Your Reservations' page on the AUK Library website. At the top, there is a navigation bar with 'HOME', 'RESERVATION', 'POSTS', 'ABOUT US', 'FAQS', and 'CONTACT'. Below the navigation is a calendar for November 2021. The calendar shows dates from 1 to 30, with the 7th, 14th, 21st, and 28th highlighted. Below the calendar are filter buttons: 'All', 'Awaiting Approval', 'Approved', 'Rejected', 'Canceled', and 'New Reservation'. The main content is a table titled 'Reservations' with the following data:

Status	Lab	Item Type	Date and Time	Duration
Approved	Private Study Room	TABLE (1~ SR 2) 3 CHAIRS	1:00 PM - 4:00 PM 2021/11/07	3 hours Ended
Approved	IT Hub	TABLE (TABLE 2, IT HUB) 3 CHAIRS	1:45 PM - 5:00 PM 2021/11/02	3 hours, 15 minutes Ended
Approved	Learning Center	TABLE (TABLE 6, LC) 4 CHAIRS	3:00 PM - 3:45 PM 2021/11/02	45 minutes Ended

At the bottom of the table, there are three colored boxes with text: a yellow box for 'Awaiting Approval', a green box for 'Approved', and a red box for 'Rejected or Canceled'.

Figure 26/ History of your Reservation

Please find your reservation details below;

➤ **Table:** T- QZ 3 (4 Chairs)

For more information, please visit the link below:

<https://lrs.auk.edu.krd/index.php?m=faq>

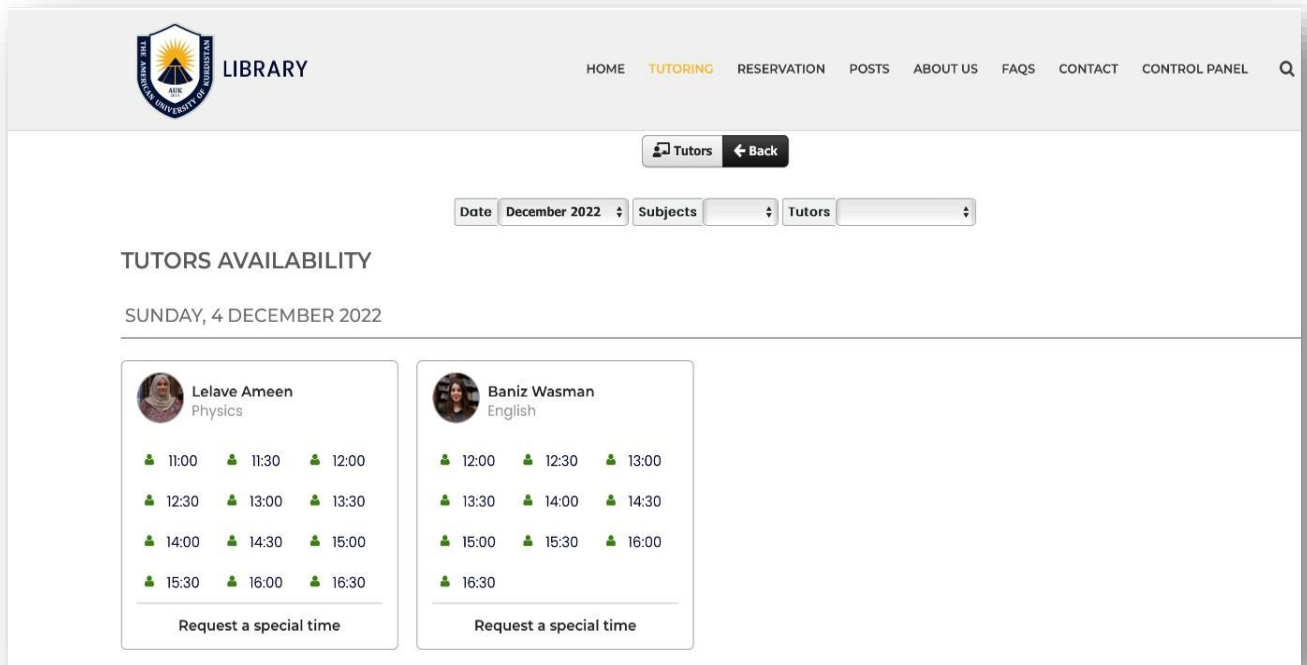
If you face any difficulties regarding your reservation confirmations. Please do not hesitate to reply to this email.

Tutoring System

A system that handles day-to-day scheduling

How to reserve a session

- Click Tutors, and the tutor's availabilities will be shown in which you can select a time to reserve a session.



The screenshot displays the AUK Library Tutoring System interface. At the top, there is a navigation menu with links for HOME, TUTORING (highlighted), RESERVATION, POSTS, ABOUT US, FAQs, CONTACT, and CONTROL PANEL. Below the navigation, there is a search bar and a 'Tutors' button with a back arrow. The main content area is titled 'TUTORS AVAILABILITY' and shows the date 'SUNDAY, 4 DECEMBER 2022'. There are two tutor profiles displayed: Lelave Ameen (Physics) and Baniz Wasman (English). Each profile shows a grid of time slots with green person icons indicating availability. Below each grid is a 'Request a special time' button.

Tutor	Subject	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30
Lelave Ameen	Physics	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Baniz Wasman	English			Available	Available	Available	Available	Available	Available	Available	Available	Available	Available

Figure 27 Tutors Availabilities

- Fill in the required information and click confirm to ensure a successful reservation has been made.
- To request a specific time click on “Request a special time” and send a message to the tutor specifying the time you prefer.
- Please check your email to ensure the reservation has been made.

Note:

- Multiple sessions can be reserved with either the same tutor or different tutors
- Each session lasts 30 min, Tutors & Instructors must confirm the session within 24 hours
- Please make sure to check your junk mails if you cannot find the mail in your inbox.
- The email will be sent to the requester, the tutor, and the instructor

5.2 Tutors

- Go to the **Control Panel & click Tutoring Schedule** where the list schedules will be shown.
- Tutors will be able to edit their availability time & Place (Online, in person).
- To check availability on the platform, click “Tutoring” Icons will be shown to determine whether the session will be conducted “In person” or “Online”
- Please check your email frequently to remain updated with tutoring sessions.

5.3 Reserve a session with a tutor

How to reserve a session

- Click Tutors, and the tutor’s availabilities will be shown in which you can select a time to reserve a session.
- Fill in the required information and click confirm to ensure a successful reservation has been made.
- To request a specific time, click on “Request a special time” and send a message to the tutor specifying the time you prefer. The tutor will respond via email.
- Please check your email to ensure the reservation has been made.

Note:

- Multiple sessions can be reserved with either the same tutor or different tutors
- Each session lasts 30 min, Tutors & Instructors must confirm the session within 24 hours.
- Please make sure to check your junk mails if you cannot find the mail in your inbox.
- The email will be sent to the requester, the tutor, and the instructor