

Because of COVID-19, the workplaces in the library can only be reserved via the iFrontoffice portal.

All seats are reserved for cleaning between 12.30 pm and 1.30 pm and 5 pm and 6 pm.

Rules for making a reservation:

- * Only students are allowed to make a reservation
- * Reservations are only available in the indicated time slots
- * You can only take place at the reserved workplace (the locations are numbered).
- * Select if you want to reserve the desired area for the *Morning, Afternoon or Evening*.
- * You can only reserve these specific available periods of the day.

Time slots that can be reserved from Monday till Friday:

Morning: 9 am - 12.30 pm

Afternoon: 1.30 pm - 5pm

Evening: 6 pm – 10.30 pm

The library is also open on Saturday and Sunday between 10 am- 10.30 pm.

Timeslots:

Morning 10 am – 12.30 pm

Afternoon 1.30 pm- 5 pm

Evening 6 pm- 10.30 pm

For questions, please contact bibliotheek@hhs.nl or 070-4457882

Reserving a time slot at the library

At iFrontoffice you can book a space at the library for a certain period of the day. Use Microsoft **Edge** or Mozilla **Firefox**.

hhs.nl/library >
of
<https://hhs.topdesk.net>

The library is open again! →

Book your individual study place now

Time slot Monday till Friday

Morning	9 am - 12.30 pm
Afternoon	1.30 pm - 5 pm
Evening	6 pm – 10.30 pm

Saturday/ Sunday

Morning	10 am - 12.30 pm
Afternoon	1.30 pm - 5 pm
Evening	6 pm – 10.30 pm

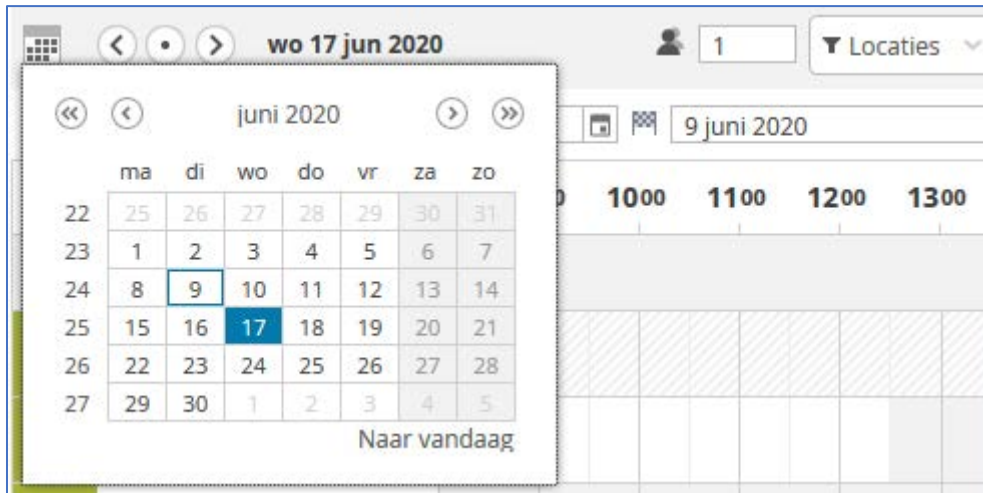
- Select the location 'Library' in the planner
- Select a time slot for the available space

The screenshot shows the 'Nieuwe reservering ruimte' (New room reservation) interface. It includes a progress bar with three steps: '1. Ruimte selecteren' (selected), '2. Aanvullende diensten sel...', and '3. Reservering bevestigen'. Below the progress bar, there are navigation controls for the date 'di 9 jun 2020', a user profile icon, a 'Locaties' dropdown menu, a 'Soort' dropdown menu, and a 'Toon beschikbare' button. A tooltip titled 'Toon Ruimtes van:' is open, listing various locations with checkboxes: Johanna Westerdijkplein, Bibliotheek (checked), Delft, Onbekend, Opkoper, Poseidon, Zuiderpark (Sportcampus), Meerdere locaties, and Geen locatie. The main area displays a calendar grid for the date '9' with time slots from 1400 to 1700. A list of rooms is shown on the left, including 'WB068 (MIDDAG) Werkplek met PC', 'WB068 (OCHTEND) Werkplek met PC', 'WB070 (MIDDAG) Werkplek zonder PC', and 'WB070 (OCHTEND) Werkplek zonder PC'. Each room has a '1' in a grey box next to it, indicating availability.

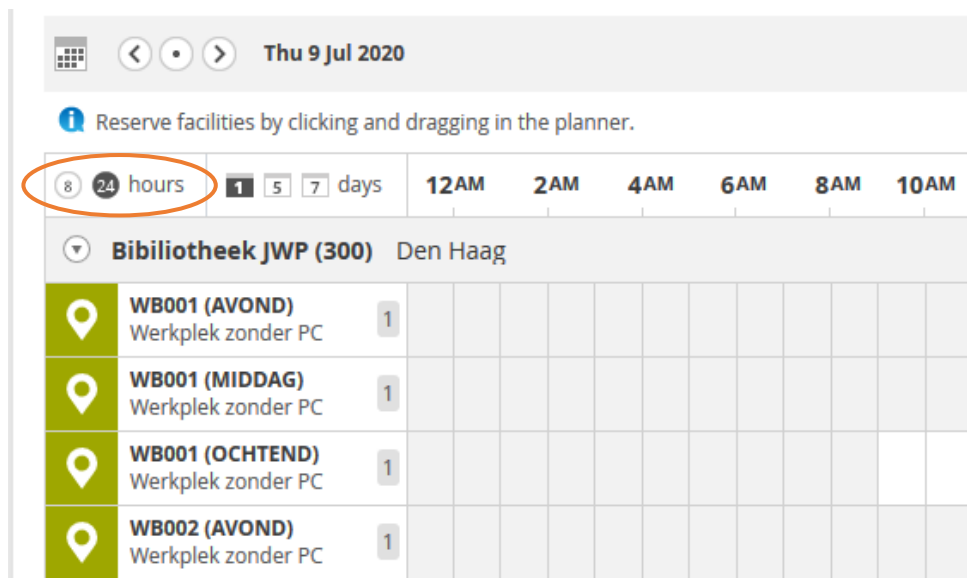
- Select the free space by dragging it with your mouse to the 'white' square.
- The grey squares cannot be selected.
- An hour between each time slot is reserved for cleaning and cannot be reserved.
- It is not possible to reserve less than one full time slot

Reserving a space

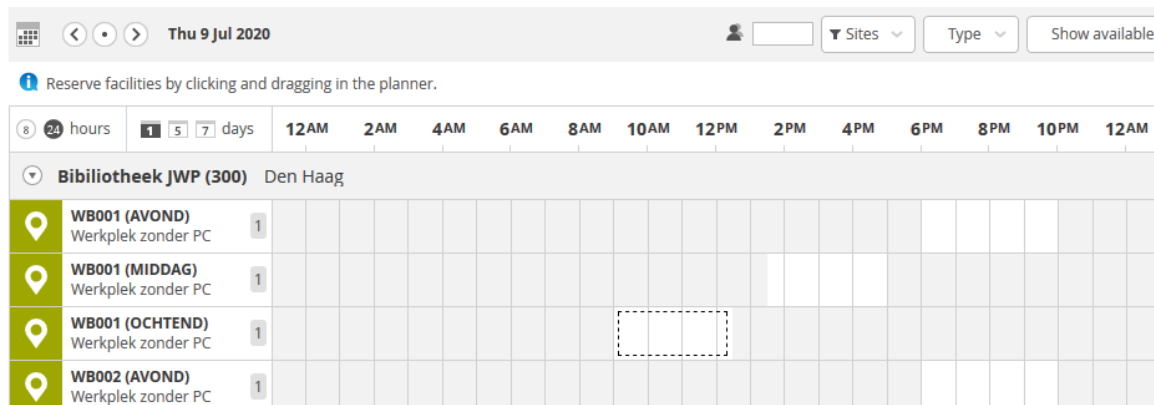
- Select the desired date



- To reserve a spot from 6:00 PM to 10:30 PM, the 24 hour button can be selected.



- Select a spot by staying within a time period.



- The desired spot is then selected.

	WB068 (MIDDAG) Werkplek met PC	1								
	WB068 (OCHTEND) Werkplek met PC	1								
	WB070 (MIDDAG) Werkplek zonder PC	1								
	WB070 (OCHTEND) Werkplek zonder PC	1								

- For the number of persons enter '1'.

di 9 jun 2020 1 Locaties Soort Toon beschikbare

Faciliteiten reserveren door te klikken en slepen in de planner.

uren dagen

900 **1000** **1100** **1200** **1300** **1400** **1500** **1600** **1700**

Bibliotheek (4)

- Click on the button *Next*
- Enter your own name in *Short Description*

[STARTPAGINA](#) > [VERGADERRUIMTE RESERVEREN](#)

Nieuwe reservering ruimte

1. Ruimte selecteren 2. Aanvullende diensten s... 3. Reservering bevestigen < Vorige

Aanvrager

Naam

Locatie

Telefoon

Kostenplaats

Reserveer voor iemand anders

Extra informatie

Korte omschrijving

Aantal deelnemers

Hoogwaardigheidsbekleder

Aanwezig?

17 juni 2020 9:00 - 12:30

WB068 (OCHTEND)
Bibliotheek
Werkplek met PC

Studyplaza

Reservering bevestigen

- Click on the button *Confirm reservation*
- Your reservation is now confirmed.

Jan Janssen (R2006 0001)

Aanvrager

Naam Strijland, Jantien
Locatie Johanna Westerdijkplein
Telefoon 070-4458888
Kostenplaats
 Reserveer voor iemand anders

Extra informatie

Korte omschrijving Jan Janssen
Aantal deelnemers 1
Hoogwaardigheidsbekleder
Aanwezig? *Aanwezig?*

17 juni 2020 9:00 - 12:30



WB068 (OCHTEND)

Bibliotheek
Werkplek met PC

Studyplaza

Reservering wijzigen

Document toevoegen

Reservering annuleren

- The next person will see this in the planner:

	WB068 (MIDDAG) Werkplek met PC	1																	
	WB068 (OCHTEND) Werkplek met PC	1																	
	WB070 (MIDDAG) Werkplek zonder PC	1																	
	WB070 (OCHTEND) Werkplek zonder PC	1																	

Cancelling a reservation:

Click on the tile 'my notification and reservations'



Click on the tile 'My reservations'



Mijn reserveringen

Een overzicht van je reserveringen.

Here you will find an overview of your reservations. Find the reservation you want to cancel and double click on it to open the reservation.

Mijn reserveringen (4)

Eigen Alle Verleden verbergen Verleden tonen Geannuleerd verbergen Geannuleerd tonen



maandag jun 15, 2020
13:30 - 16:00

Carlijn Beekenkamp
R2006 0172
Bij: WB001 (MIDDAG)

 Geplande reservering

Carlijn Beekenkamp (R2006 0172)

Aanvrager

Naam Beekenkamp, Carlijn
Locatie Poseidon
Telefoon 070-4457916

Kostenplaats

Reserveer voor iemand anders

Extra informatie

Korte omschrijving Carlijn Beekenkamp
Aantal deelnemers 1
Hoogwaardigheidsbekleder
Aanwezig? Nee

 15 juni 2020 13:30 - 16:00




WB001 (MIDDAG)
Bibliotheek JWP
Werkplek zonder PC

Bibl. 1ste verdieping

 [Reservering wijzigen](#)

 [Document toevoegen](#)

 [Reservering annuleren](#)

Click on the yellow highlighted button to cancel the reservation.