

# Booking Think Tanks in Shek Mun Campus Library — Quick Guide for Users



This guide shows the procedures for booking a Think Tank. **Think Tank 1 & 2 are separate rooms by default.** They can be combined into one larger space.

Please note:-

- ❖ All bookings are NOT transferrable.
- ❖ The booked timeslots will be released to others if the room(s) is/are not claimed 15 minutes after the start of the session.
- ❖ **At least one staff should be present in the room during the booked time slot.**

[Click here for booking guidelines.](#)

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## Booking Think Tank 1 or Think Tank 2

Go to the [online booking system](#) and login using your SSOid.

1. Select your target date on the Calendar.
2. Select a start time with status “Available”.

香港浸會大學 HONG KONG BAPTIST UNIVERSITY LIBRARY 圖書館 Online Booking System SMCL Rooms

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Step 1: Select the date on the calendar.

February 2026 >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Today

Step 2: Select the room and the starting time.

Mon, 09 February 2026			
Time	Think Tank 匯智廳 1 (10 seats)	Think Tank 匯智廳 2 (6 seats)	Special Needs User Room 無障礙研習室 (1 seat)
08:30	Available	Available	Available
09:00	Available	Available	Available
09:30	Available	Available	Available
10:00	Available	Available	Available
10:30	Available	Available	Available
11:00	Available	Available	Available
11:30	Available	Available	Available
12:00	Available	Available	Available
12:30	Available	Available	Available

Note: Timeslots in grey color indicate timeslots in the past and are not reservable.

3. In the next window, input **Duration** and **No. of users**
4. Your Name, barcode and email address will be automatically detected if user record is found in the Library System.
5. Press “Submit”.

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New Booking

Date: Mon, 09 February 2026

Room: Think Tank 匯智廳 1

Start Time: 10:00

Duration: 1 Hours 30 Minutes

No of User(s): 5

Name: Chan Tai Man

Staff/Student Barcode: S000123456

Email Address: chantaiman@hkbu.edu.hk

Submit

- A confirmation message will pop up. You will receive an email notification upon successful booking.

An email notification has been sent to you.  
Your booking was successful!  
To check/delete your booking record, please go to "My Booking Record" page.

- Booked timeslot will turn into "Reserved" on the calendar page.



- Remember to LOGOUT the system after use.

### Physically Check In / Check Out



To use Think Tank on the booking day:

- Go to the User Services Counter **in person** and present your ID card to check out door keys.
- Lock the door and return the door keys when you leave.

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## Booking Combined Rooms

To reserve combined rooms (Think Tank 1 + Think Tank 2), 2 rooms must be available during the whole booking period. *Booking for a combined room can only be handled by Library staff.*

Procedures:

- Reserve Think Tank 1
- Reserve Think Tank 2 by another user (recommended but optional)
- Send request to combine the two rooms to SMCL ([libsmc@hkbu.edu.hk](mailto:libsmc@hkbu.edu.hk))
- SMCL staff will reply to your request shortly.

NOTE: Setup time may need to reserve for venue setting if there are consecutive bookings with different partitioning requirements.

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## Check/Delete Bookings

A booking can be deleted by the requester **before the start of the session.**

1. Go to the [online booking system](#) and login using your SSOid.
2. Click the “My Booking Record” on the top right corner.



Calendar

[Home](#) [About the Rooms](#) [My Booking Record](#) [Logout](#)

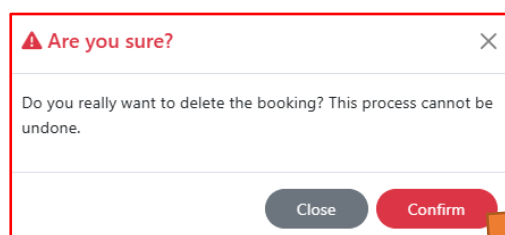


All existing bookings will be shown in the table.

DATE	TIME	ROOM (LOCATION)	STATUS	DELETE
Wed, 11 Feb 2026	16:00 - 17:00	Think Tank 匯智廳 1	Booked	Delete



3. To delete a booking, click the “Delete” button in the corresponding row.
4. Click “Confirm” to delete.



5. A confirmation message will pop up. You will receive an email notification upon successful cancelling your booking.

An email notification has been sent to you.  
Your booking has been canceled.

6. Remember to LOGOUT the system after use.

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