

The numbered seats are reserved seats. To take one, you must book it using the seat reservation terminal. **Reading Seats RDG**



**Seat reservation terminal**  
Print a seat reservation confirmation  
before you use your reserved seat.



Seat reservation terminal



Seat reservation confirmation

**Working Seats WKG**

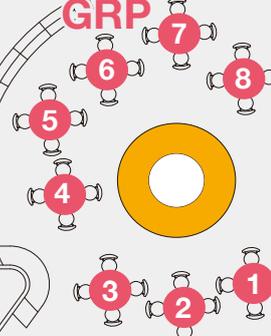
33 32 31 30 29

10 09 08 07 06

Database Viewing Seats  
DB

01 02 03 04 05

**Group Seats GRP**



01  
02  
03  
04  
05  
06  
07  
08  
09  
10  
11  
12  
13  
14  
15  
16  
17

**Unreserved seats**



Feel free to find a seat for yourself.

**Reserved seats**

Before you take your reserved seat, print a seat reservation confirmation using the seat reservation terminal.

- 01** Working Seats For one person
- 01** Reading Seats For one person (No conversation permitted)
- 1** Group Seats For two to four people
- 1** Meeting Room For five or more people (Use limited to once per day)
- 01** Database Viewing Seats For database use

– For reserved seats, you cannot book specific seats other than Database Viewing Seats or Meeting Rooms.

Research Counter

1

**Meeting Room 1 MTR**  
(Capacity: 5–12 people)

**Working Seats WKG**

09 20  
10 19  
11 18  
12 17  
13 16  
14 15

**Working Seats WKG**

21  
22  
23  
24  
25  
26  
27  
28

**Meeting Room 2 MTR**  
(Capacity: 5–10 people)

2

Elevator



Entrance/Exit

**Working Seats WKG**

47 46 45 44 43 42 41 40 39 38 37 36 35 34

- If you leave your reserved seat earlier than the reserved time, be sure to cancel the remaining hours reserved for the seat. For more information, please see the back of this sheet of paper.
- Please don't use this space for doing homework using school textbooks, workbooks and the like.
- All seats on the 1st floor are unreserved seats.



## Online reservations

How to reserve a seat (Online reservations available from seven days in advance)

Use a smartphone or PC to visit our Seat Reservation System website. (Only one reservation may be made at a time.)



◀ Main page of the Seat Reservation System website



Scan the QR code to access the website.   
 <https://www.library.city.sapporo.jp/booth/>



To reserve a seat, you need a 10-digit number on your library card (*kashidashi-ken*) and a password. (If you do not have these, please contact the counter.)

- If you have a library card issued elsewhere in Sapporo, please use that card. You do not need a new library card.
- The library card is valid for three years. Renew your library card at the counter every three years. (A valid ID with your name and address will be necessary.)

On the reserved day



Print a seat reservation confirmation slip using the seat reservation terminal on the 2nd floor of the Sapporo Municipal Library and Information Center. Your seat number is printed on the confirmation slip. Keep it in the number case at the seat while you use the seat.

## Immediate use without reservation

How to use a reserved seat without reservation



Use the seat reservation terminal on the 2nd floor of the Sapporo Municipal Library and Information Center.

Blip

Scan your library card or enter your library card number and proceed to the next screen.

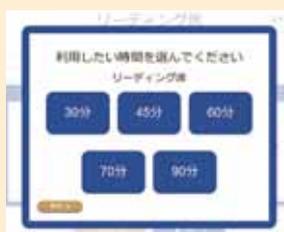


Select a seat type.

Confirm your hours of use and seat. Press the Change button to make changes.

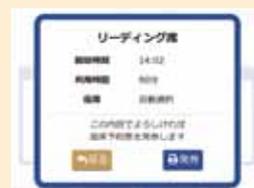


◀ Confirmation screen for your hours of use and seat



▲ Selection screen for the duration of your use

Press the Next button, and if the information is correct, press the Print button. Go to the seat with the number printed on the confirmation slip, and then keep the confirmation slip in the number case at the seat while you use the seat.



## Request Cancellation of the remaining hours reserved for the seat (if you leave your seat early)

– Users leaving earlier than the reserved time are kindly asked to cancel the remaining hours so that other people can use the seat.

### If you are using a seat other than Database Viewing Seats

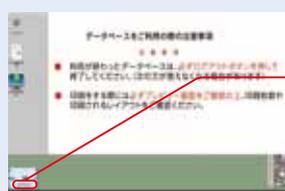


Scan your library card at the seat reservation terminal and press the Leave [退席] button.



The seat reservation cancellation procedure will be completed when you press the Leave [退席] button in the confirmation screen.

### If you are using a Database Viewing Seat



To complete the seat reservation cancellation procedure, click the End button in the bottom left corner of the database terminal screen.

– If the database terminal you are using has a logout button, log out before following the seat reservation cancellation procedure.