

## Book a reading seat in the Library

To reserve a seat in the Library, you must be registered to the Library services and be in possession of your credentials to access the OPAC.

1) Connect to the OPAC at the following link <http://unina2.on-line.it/opac/.do> and do the login.

2) Click on “Prenotazioni” in your personal area.

3) Click on + to book a reading seat in the Library.

4) By default, you will find “Sale” resource type and your reference Library.

**Attention please!** If you are enabled in several Vanvitelli University’s Libraries, you should select the Library where you want to book a reading seat. Each Department Library has got own reservation seat rules.

5) Two types of seats are available in the Library:

- **Postazione lettura**
- **Postazione lettura con presa elettrica** (utilizzabile esclusivamente per la ricarica di Laptop e Tablet)

Select the **Resource** type and a window will open to show you the available seats.

Choose both date and time slot you will do the reservation for and select the number from the drop-down menu.

Finalise your reservation by clicking on **Conferma**.

The screenshot shows a web form for making a reservation. At the top, it says "Il mio spazio - Le mie prenotazioni". Below this, there are several input fields: "Tipo risorsa" with radio buttons for "Attrezzature" and "Sale" (selected); "Biblioteca\*" with a dropdown menu showing "BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E..."; "Risorsa\*" with a dropdown menu showing "Postazione lettura"; and "Data" with "dal" and "al" date pickers and a "Cerca" button. Below the form, there is contact information for the library: "viale A. Lincoln, 5, 81100 - Caserta, Telefono : 0823-274711, Email : uff.biblio.dmf@unicampania.it". A table below shows available reservation slots with columns for "Data", "Fascia", "Posti", "Disponibili", and "N.Posti". The first row shows a slot for 02/04/2025 from 08:30 to 13:00 with 28 seats available and 1 seat reserved. A red arrow points to the "1" in the "N.Posti" column. Below the table is a "Nota" field and "Conferma" and "Cancella" buttons. A red arrow points to the "Conferma" button.

Data	Fascia	Posti	Disponibili	N.Posti
02/04/2025	08:30 - 13:00	28	28	1
	13:45 - 17:00	28	28	
03/04/2025	08:30 - 13:00	28	28	
	13:45 - 17:00	28	28	
04/04/2025	08:30 - 13:00	28	28	
	13:45 - 16:30	28	28	

For each date, 2 time slots are available: **Morning** (Mon-Fri: 08.30-13.00)

**Afternoon** (Mon-Thu: 13.45-17.00 / Fri: 13.45-16.30)

You can book a seat from 1 day before you need to use it.

You have the chance to do 2 reservations, 1 for each time slot.

The reservation is personal therefore, you cannot book a seat for another User.

6) Upon your arrival, go to the Library staff (with your library services card) to register your entry.

**Attention please!** For each booked time slot, your entry must be registered.

7) If you decide to no longer use a reserved seat, you will have to delete your reservation from the list.

The seat will be available again for other Users.

The screenshot shows the reservation list page. At the top, it says "Il mio spazio - Le mie prenotazioni". Below this, there are links for "Effettua una nuova prenotazione", "Stampa le tue prenotazioni", and "Visualizza tutte le prenotazioni". The main content area is titled "Prenotazioni" and shows a list of reservations. The first reservation is highlighted in yellow and has a red 'X' icon next to it, indicating it can be deleted. A red arrow points to this 'X' icon. The reservation details are: "BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E FISICA - Postazione elettrificata (solo per ricarica Laptop e Tablet)", "Data 04/04/2025 dalle 08:30 alle 13:00", and "Nota".