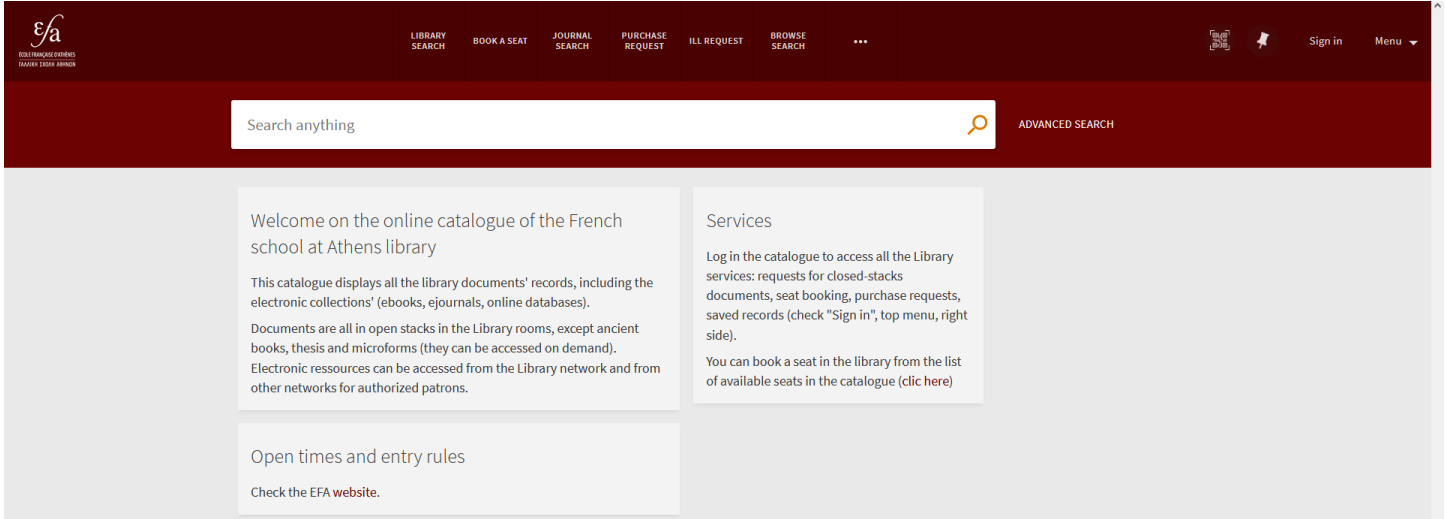
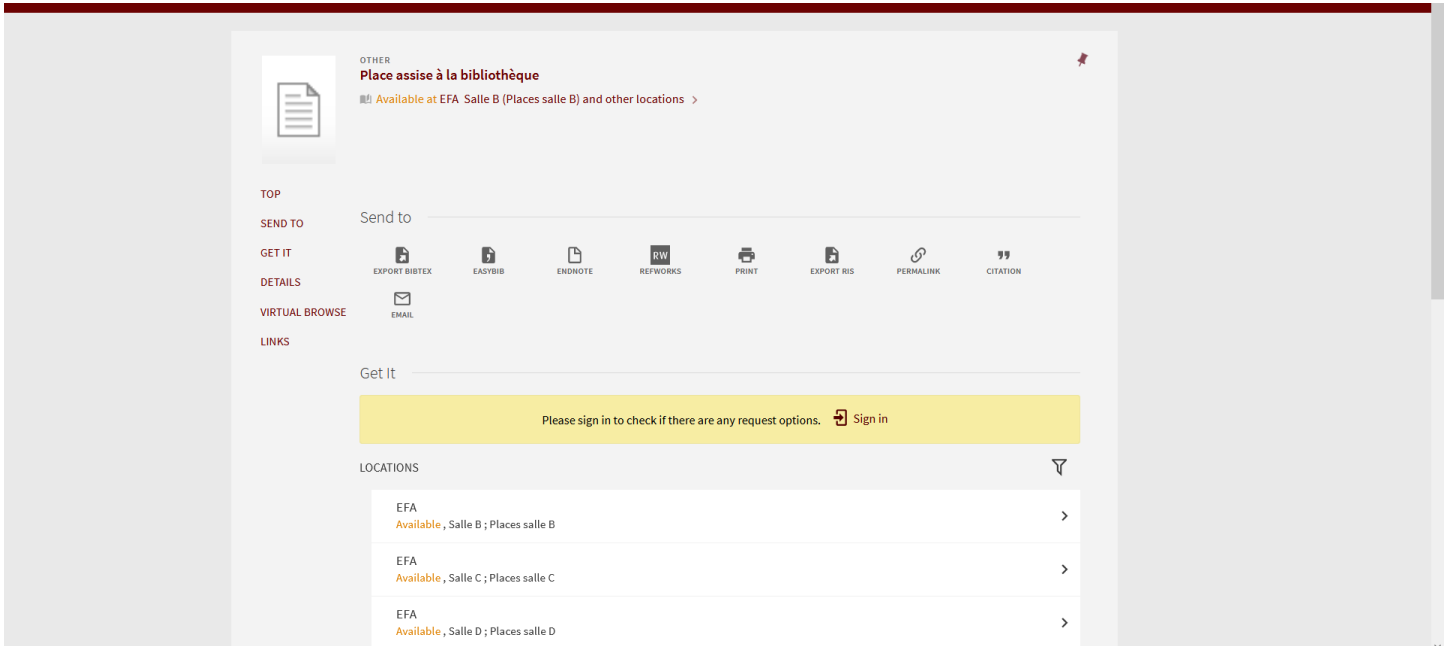


A. Check the seats availability



The screenshot shows the library website's home page. At the top, there is a dark red navigation bar with the EFA logo on the left and menu items: LIBRARY SEARCH, BOOK A SEAT, JOURNAL SEARCH, PURCHASE REQUEST, ILL REQUEST, BROWSE SEARCH, and a three-dot menu. On the right side of the navigation bar are icons for a printer, a location pin, and links for Sign in and Menu. Below the navigation bar is a search bar with the placeholder text "Search anything" and a magnifying glass icon. To the right of the search bar is a link for "ADVANCED SEARCH". The main content area is divided into several sections. On the left, there is a "Welcome on the online catalogue of the French school at Athens library" section with a brief description of the catalogue and a link to "Open times and entry rules". On the right, there is a "Services" section with instructions on how to log in and book a seat. At the bottom of the main content area, there is a link to "Check the EFA website."

Click in the top menu, on “Book a seat” or on “click here” in the Services frame.



The screenshot shows the library website's seat booking page. The page has a dark red header with the EFA logo and navigation menu. The main content area is divided into several sections. On the left, there is a sidebar with navigation links: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and LINKS. The main content area is titled "OTHER Place assise à la bibliothèque" and includes a star icon. Below the title, there is a link to "Available at EFA Salle B (Places salle B) and other locations". The "SEND TO" section includes links for EXPORT BIBTEX, EASYBIB, ENDNOTE, REWORKS, PRINT, EXPORT RIS, PERMALINK, and CITATION. The "GET IT" section includes a link for EMAIL. Below the "GET IT" section, there is a yellow banner with the text "Please sign in to check if there are any request options." and a "Sign in" button. The "LOCATIONS" section includes a list of three locations: EFA Available, Salle B; Places salle B; EFA Available, Salle C; Places salle C; and EFA Available, Salle D; Places salle D. Each location has a right-pointing arrow.

Being logged in is mandatory if you wish to book a seat.

Click on “Sign in” in the seats list or in the top menu.

B. Request a seat

Once signed in, clic on the line of the room in which you want to book a seat, in order to see the list of this room's seats.

OTHER
Place assise à la bibliothèque
Available at EFA Salle B (Places salle B) and other locations >

TOP

SEND TO

GET IT

DETAILS

VIRTUAL BROWSE

LINKS

Send to

EXPORT BIBTEX EASYBIB ENDNOTE REFWORKS PRINT EXPORT RIS PERMALINK CITATION

Get It

LOCATIONS

EFA Available, Salle B ; Places salle B	>
EFA Available, Salle C ; Places salle C	>
EFA Available, Salle D ; Places salle D	>
EFA Available, Salle A ; Places salle A	>

For instance: salle A

TOP

SEND TO

GET IT

DETAILS

VIRTUAL BROWSE

LINKS

Get It

< BACK TO LOCATIONS

LOCATION ITEMS

EFA
Available, Salle A Places salle A

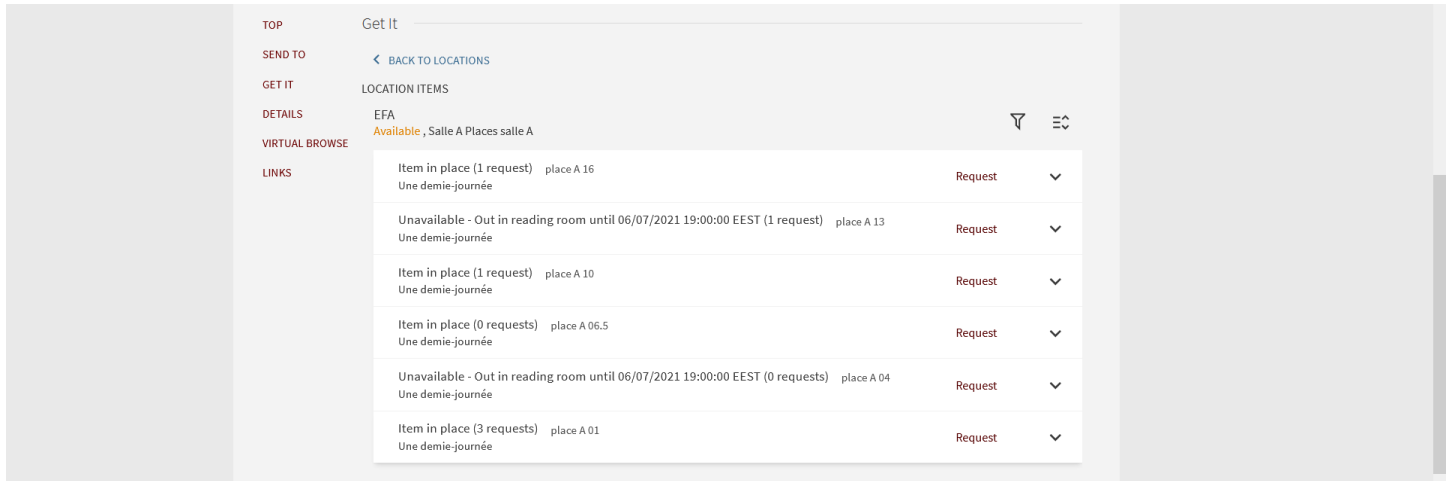
Item in place (1 request) place A 16 Une demie-journée	Request	▼
Unavailable - Out in reading room until 06/07/2021 19:00:00 EEST (1 request) place A 13 Une demie-journée	Request	▼
Item in place (1 request) place A 10 Une demie-journée	Request	▼
Item in place (0 requests) place A 06.5 Une demie-journée	Request	▼
Unavailable - Out in reading room until 06/07/2021 19:00:00 EEST (0 requests) place A 04 Une demie-journée	Request	▼

SHOW MORE ITEMS

Details

Title Place assise à la bibliothèque

All seats do not appear: click on “SHOW MORE ITEMS”



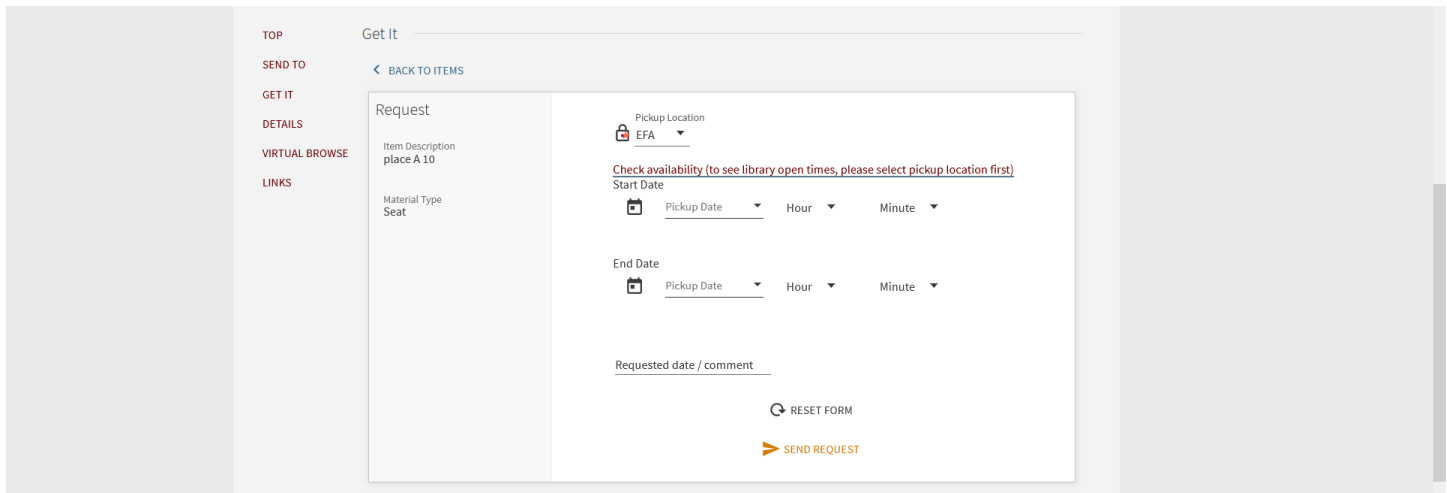
TOP Get It
 SEND TO < BACK TO LOCATIONS
 GET IT LOCATION ITEMS
 DETAILS EFA Available, Salle A Places salle A
 VIRTUAL BROWSE
 LINKS

Item in place (1 request) place A 16 Une demie-journée	Request	▼
Unavailable - Out in reading room until 06/07/2021 19:00:00 EEST (1 request) place A 13 Une demie-journée	Request	▼
Item in place (1 request) place A 10 Une demie-journée	Request	▼
Item in place (0 requests) place A 06.5 Une demie-journée	Request	▼
Unavailable - Out in reading room until 06/07/2021 19:00:00 EEST (0 requests) place A 04 Une demie-journée	Request	▼
Item in place (3 requests) place A 01 Une demie-journée	Request	▼

You can see that A 13 and A 04 are currently used by a patron.

You can see that seat A 16 is requested by someone but that it is not currently used.

In order to book a seat, click on “Request”



TOP Get It
 SEND TO < BACK TO ITEMS
 GET IT
 DETAILS
 VIRTUAL BROWSE
 LINKS

Request

Item Description
place A 10

Material Type
Seat

Pickup Location
EFA

[Check availability \(to see library open times, please select pickup location first\)](#)

Start Date
 Pickup Date Hour Minute

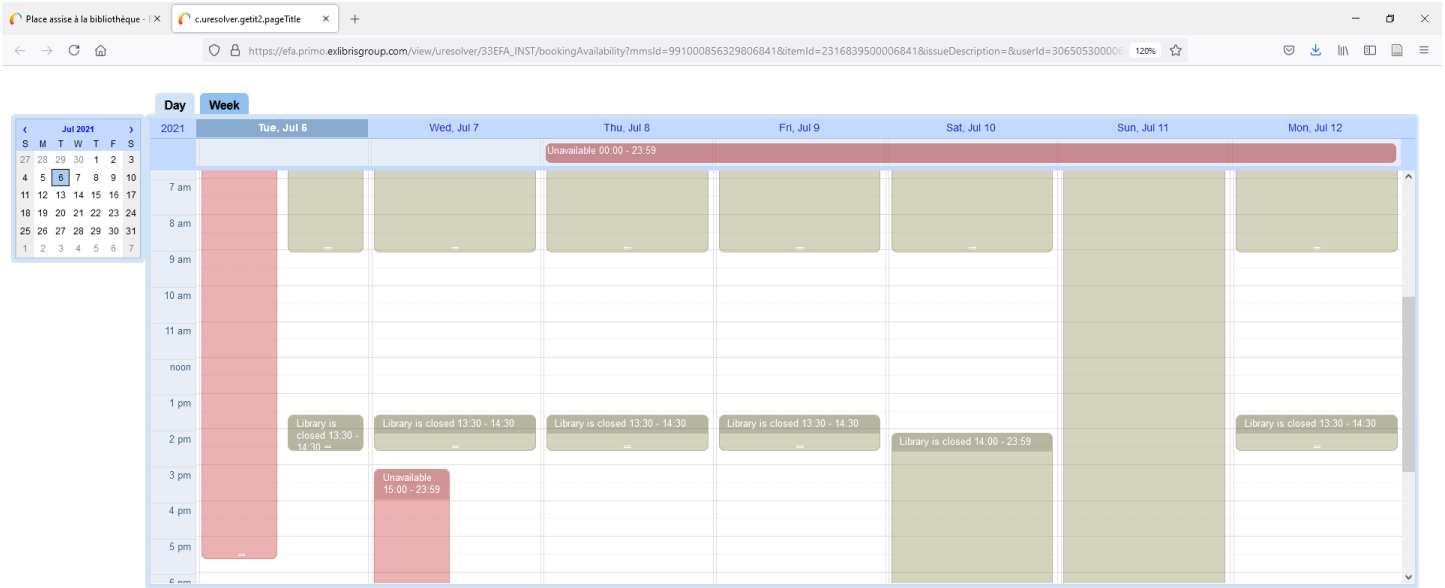
End Date
 Pickup Date Hour Minute

Requested date / comment

RESET FORM

SEND REQUEST

In order to check the seat availability, click on “Check availability”



You can see here that the seat involved (A 10) is booked for Wednesday afternoon but that it is free Wednesday morning and the days after that. (The request being made on Tuesday, 5:20 PM, the seat is not open for booking before that time that day). NOTE: this schedule is only there for your information. It cannot be used to actually make the request. In order to book a seat, you need to go back to the catalog tab.

Get It

[← BACK TO ITEMS](#)

Request

Item Description
place A 10

Material Type
Seat

Pickup Location
EFA

Check availability (to see library open times, please select pickup location first)

Start Date

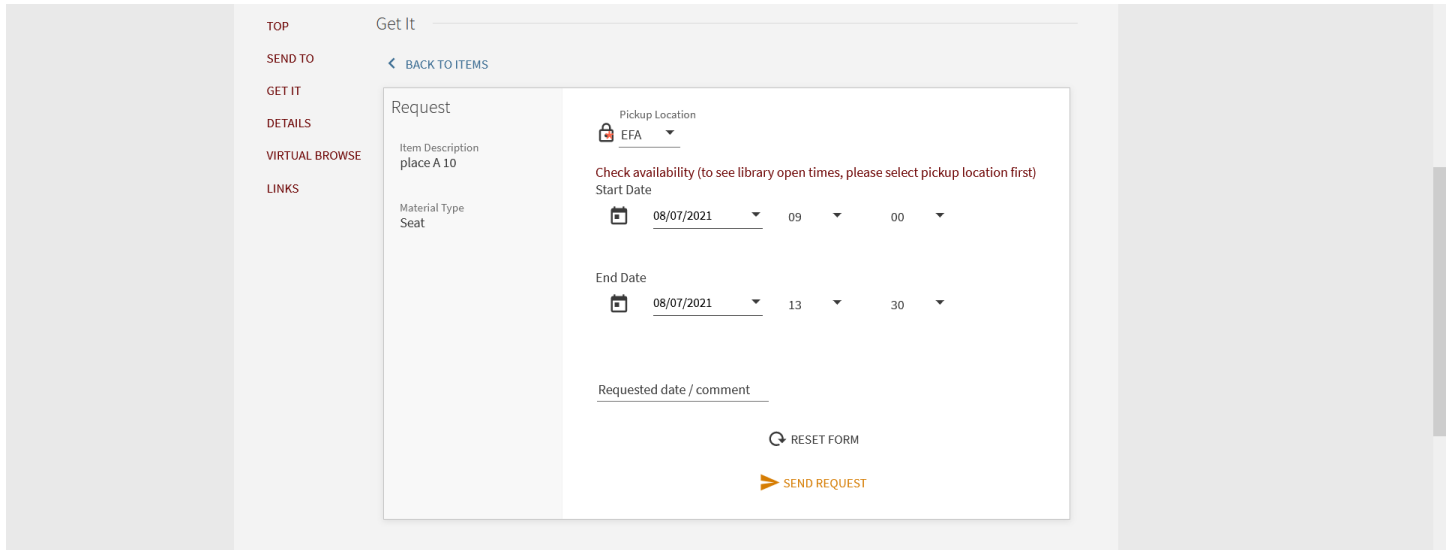
Pickup Date		Hour	Minute				
S	M	T	W	T	F	S	
Jul 2021 >					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
Aug 2021 >							

Click on the calendar in order to select the date from which the booking will start, and on the following darts in order to select the time of arrival.

Repeat for the day and time of departure.

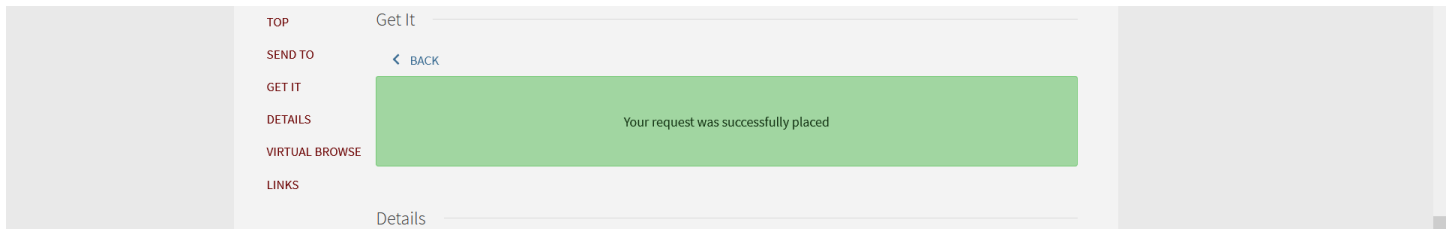
[2021/07/06 NOTE : because of sanitary rules during COVID-19 pandemic, seats can only be booked for half a day, 3 times a week top, 3 days ahead top]

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The screenshot shows a web interface for requesting a seat. On the left is a navigation menu with options: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and LINKS. The main content area is titled 'Request' and includes a 'Pickup Location' dropdown set to 'EFA'. Below this is a warning: 'Check availability (to see library open times, please select pickup location first)'. The 'Start Date' is set to 08/07/2021 at 09:00, and the 'End Date' is set to 08/07/2021 at 13:30. There is a text field for 'Requested date / comment', a 'RESET FORM' button, and a prominent orange 'SEND REQUEST' button.

Click on « Send request »



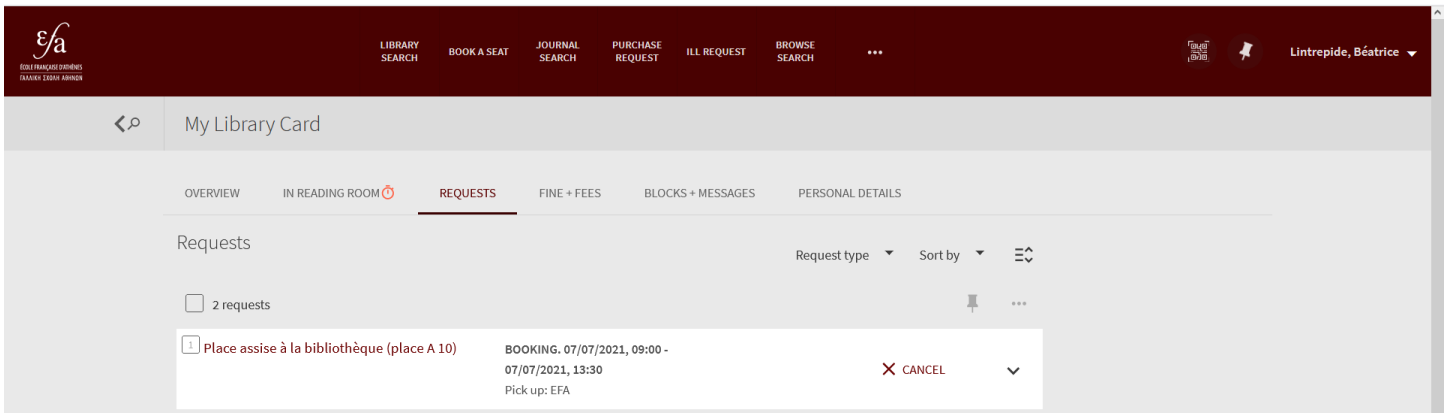
The screenshot shows the same interface after the request is submitted. A large green banner in the center of the main content area displays the message: 'Your request was successfully placed'. The navigation menu and 'Details' link are still visible.

Your seat is booked

C. Check your active bookings

Check your patron account from your name tab on the right side of the top menu and click “Library Card” or “My Requests”

You can see in the “Overview” page the active requests, including the request on the seat. In order to check the complete requests list, click on “Requests”.



You can cancel the request from that list (click on “CANCEL”)

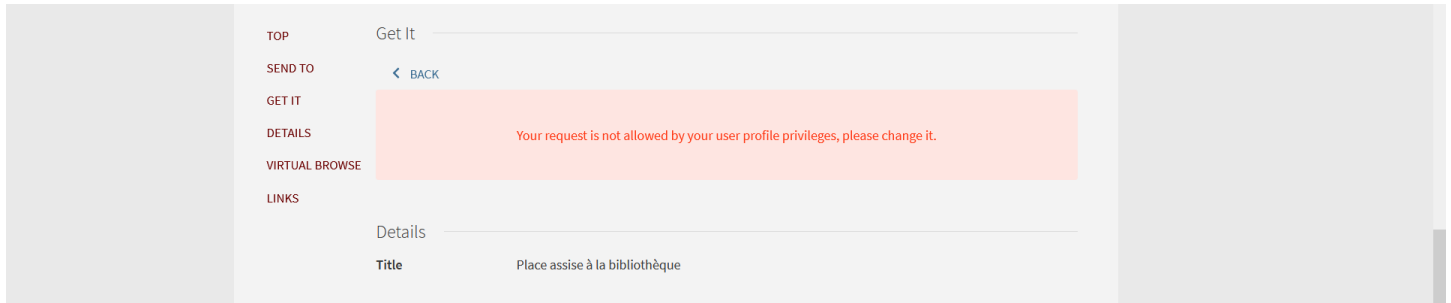
D. Specific situations, error messages

Booking rules are linked to your user account informations in the Library system. Moreover, specific services are offered to guests residing in the EFA (“Maison des hôtes”), scholarship titulars and former EFA members. These services are displayed on the EFA website ou will be explained to you if you contact the Library staff (bibliotheque @ efa.gr).

If your booking request cannot be received, it will not be registered by the Library system and will end with these messages:



This means that the seat you have requested is already booked for the time slot you asked for.



The screenshot shows a library website interface. On the left, there is a vertical navigation menu with the following items: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and LINKS. The main content area is titled "Get It" and contains a red error message: "Your request is not allowed by your user profile privileges, please change it." Below the error message, there is a "Details" section with the following information: Title: Place assise à la bibliothèque. A "< BACK" link is visible above the error message.

This means that your request is not allowed according to the booking rules attached to your patron profile. It may be that you asked for several days in a row, when your patron profile is not allowed to, or that your request is too early considering this same patron profile's rules.