

Book study rooms at the
Library
using



Status: 2026

Book study rooms

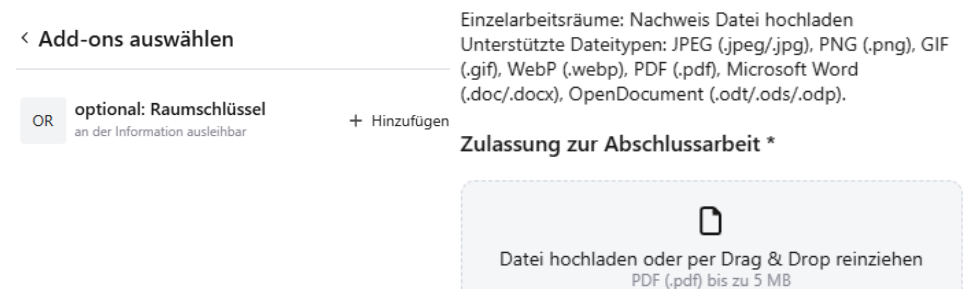
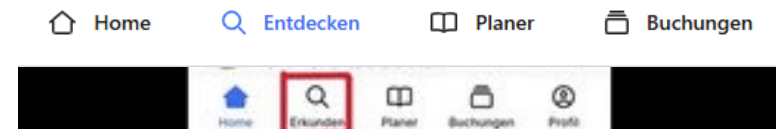
It's really easy with the anny booking tool!

Open anny and log in

1. Open anny via the
 - a. anny App (Appstore oder Google Play)
 - b. Website anny.eu/home
2. Select **"Login mit SSO"**
(or "Continue with SSO" in the anny app)
3. enter the following domain in the "Your organisation's web address" field:
 - a. hochschule-rhein-waal.de
4. Log-in using your university details
 - a. Information on logging in can be found on our website under: **Library account and login**
5. Change Language:
 - a. Select Profile (top right) -> language and choose english oder german
6. You can find all bookable resources under the **'Explore'** section

Book study room

1. Select a study room category or your preferred location.
2. Select your booking option
3. By clicking 'Book now', you are confirming
 - a. Time
 - b. evtl. Add ons
 - c. File-upload and form queries
4. Click the 'Complete' or 'Book now' button to finalise your booking.
5. External users and staff are limited to a maximum of **3 bookings per week**



Check-in & Check-out

Please remember to check in as soon as you arrive at the learning room.

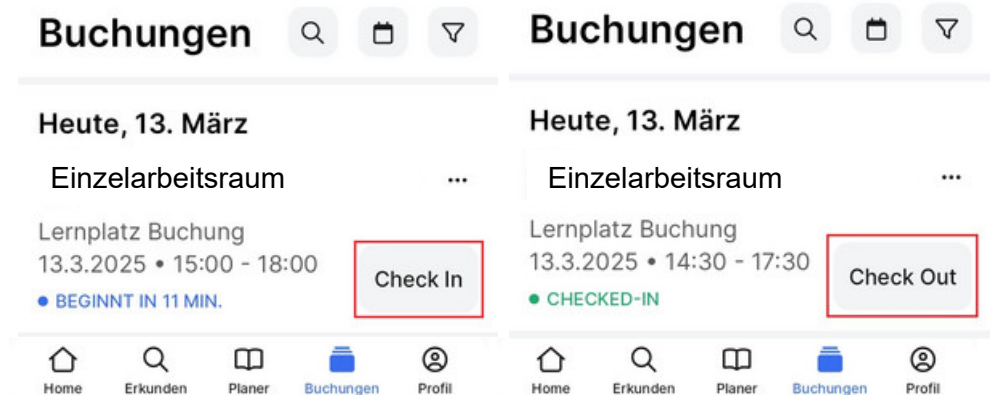
Bookings that have not been checked in will be automatically cancelled 30 minutes after the start of the booked time slot and made available for new bookings.

Check-in

- You can check in no earlier than 15 minutes before the start of your booking via the app, your web browser or the check-in link in your booking confirmation.
- If you have booked several time slots on the same day: please remember to check in for each individual time slot, even if the booked time slots follow on immediately from one another.

Check-out

- Once your reserved time slot has ended, you will be automatically checked out.
- Please remember to **check out** even if you leave your seat earlier than planned! This will make the room **available for booking again**. For external users and staff, any unused time will be credited to their booking limit



Booking rules

Students HSRW

- **Rooms can be booked 14 days in advance**
- **Weekly bookings can be made 30 days in advance (proof of final dissertation required)**

	Group study room	Other rules
Flex booking	30 minutes - max. 6 hours	Max. 3x /week
Daily booking	1 day $\triangleq$ Opening hours of the library	Max. 2x /week

	Individual study room	Other rules
Flex booking	30 minutes - max. 6 hours	Max. 5x /week
Daily booking	1 day $\triangleq$ Opening hours of the library	Max. 5x /week
Weekly booking With / without key, as you prefer	7 Days	Max. 12 weeks/year Required: Proof

	Parent-child room	Other rules
Parents with children always have priority.		
Flex booking	30 minutes - max. 6 hours	Max. 5x /week
Daily booking	1 day $\triangleq$ Opening hours of the library	Max. 5x /week
Weekly booking With / without key, as you prefer	7 Days	Max. 12 weeks / year Required: Proof

Staff HSRW

- **Booking limit: max. 3 times a week**
- **Rooms can be booked 7 days in advance**

	Group study room	Other rules
Flex booking	30 minutes - max. 4 hours	Max. 3x /week
Daily booking	1 day $\triangleq$ Opening hours of the library	Max. 2x /week

	Individual study room	Other rules
Flex booking	30 minutes - max. 4 hours	Max. 3x /week
Daily booking	1 day $\triangleq$ Opening hours of the library	Max. 3x /week

	Parent-child room	Other rules
Parents with children always have priority.		
Flex booking	30 minutes - max. 4 hours	Max. 3x /week
Daily booking	1 day $\triangleq$ Opening hours of the library	Max. 3x /week

External User

- **Booking limit: max. 3 times a week**
- **Rooms can be booked 1 day in advance**
- **During the exam period, external users cannot make bookings.**

	All rooms	Other rules
Flex booking	30 minutes - max. 4 hours	Max. 3x /week

FAQ – Good to know

What do I need to bear in mind when booking group study rooms?

Group study rooms are intended for use by larger groups.

In Kleve, groups of up to 10 people can work together here, whilst in Kamp-Lintfort, groups of up to 6 people can do so. Smaller groups are asked to use the Collab Spaces.

Can I book a room on the spot?

Yes. If you'd prefer to drop in without booking a room in advance, you can access the booking page via the QR code displayed in the study room.

Please bear in mind that there may be no rooms available during peak times.

I've forgotten my mobile phone. How can I check in?

Please speak to our staff at the information desk. We'll be happy to check you in.

I forgot to check in and now the room is taken.

You can also check on the spot to see if any other rooms are available. If not, you can head to the Collab Spaces with your group or find a workspace in the reading room if you want to work quietly on your own.

What factors affect limited booking?

External users and staff have a pre-set, limited booking, as we want to offer workspaces to as many users as possible. You should therefore ensure you check in and check out, or cancel your booking if you are unable to make it to the library.

A booking without a check-in expires after 30 minutes. The limit will be deducted. The room will be released.

Rooms can be cancelled up until the start of the booking. The limit will be credited back.

I've made a mistake with my booking, I don't need the room.

You can cancel the booking in Anny.

I need help – who can I contact?

You can speak to our library staff at the information desk during service hours, or send us an email at bibliothek@hochschule-rhein-waal.de.

During service hours, you can also reach us by telephone:

Tel. Kleve: +49 2821 806 73 – 42215

Tel. Kamp-Lintfort: +49 2842 908 25 - 9700