

Reservation

Making a reservation

In your library, you have the option to make reservations. Depending on the library's offerings, this could be a workspace (with or without a computer) or, for example, a room. Please note that a reservation may involve costs. If you log in with your library account, you can pay these costs from your available credit.

Login

The sign-in options in your library may differ from the example. Choose how you want to sign in and enter your details.

Login to make a reservation

Are you a library member or do you have a voucher? Then you can login here to take advantage of any discounts during the reservation.



Log in via My Library

Other available login methods:

Membership number / Voucher

Make a reservation without logging in

Once you are signed in, follow the steps in the left-hand column to make a reservation.

You can always go back to a previous step by clicking on it. Some steps may not apply to your reservation; these will be automatically skipped.

Reservation

Select a location

Select the location for which you want to make a reservation from the 'Location' dropdown list. Not familiar with the location? Use Google Maps to see where it is.

The screenshot shows a multi-step reservation process. On the left, a vertical progress bar lists the steps: 'Select a location' (active), 'Select a date', 'Choose workstation type', 'Select a workstation', 'Add extras', 'Preferred functionality', 'Enter personal data', and 'Summary'. The main content area is titled 'Reserve workstation' and contains the heading 'Choose the location for your reservation'. Below this, there is a 'Location:' label followed by a dropdown menu with 'Alkmaar' selected. To the right, there is a location card with a pin icon, the title 'Address', the text 'Berenkoog 13, 1822BH Alkmaar', and a link 'View in Google Maps'. At the bottom of the form, there are two buttons: 'Restart' on the left and 'Next' on the right.

Click '**Next**' to proceed to the next step.

Select a date

Select the date on which you want to make a reservation.

The screenshot shows the same reservation process, but now the 'Select a date' step is active. The progress bar on the left has 'Select a date' highlighted. The main content area is titled 'Reserve workstation' and contains the heading 'On which date do you want to reserve?'. Below this, there is a 'Date:' label followed by a date picker input field showing '27 June, 2025'. A calendar popup is displayed below the input field, showing the month of 'June 2025'. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The date '27' is highlighted in a blue box. At the bottom right of the form, there are two buttons: 'Previous' and 'Next'.

Click '**Next**' to proceed to the next step.

Reservation

Choose workstation type

Select the type of workspace you want to reserve. The available options may vary in your library.

- Select a location
- Select a date
- **Choose workstation type**
- Select a workstation
- Add extras
- Preferred functionality
- Enter personal data
- Summary

Reserve workstation

Select the workplace type

 **Room**
price €0.00 / 30 minutes

 **Workplace with computer**
price €0.00 / reservation

 **Workplace without computer**
price €0.00 / reservation

Restart

Previous
Next

Click '**Next**' to proceed to the next step.

Select a workstation

Select the time slot for the workspace you want to reserve. You can select multiple slots.

- Select a location
- Select a date
- Choose workstation type
- **Select a workstation**
- Add extras
- Preferred functionality
- Enter personal data
- Summary

Reserve workstation

Select the time blocks for your preferred workplace.

Floor:

Filter on workstation or available start/end times.

BEGANE GROND						
Werkplek #001	09:00-09:30	09:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00
	12:00-12:30	12:30-13:00	13:00-13:30	13:30-14:00	14:00-14:30	14:30-15:00
	15:00-15:30	15:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00
Werkplek #002	09:00-09:30	09:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00
	12:00-12:30	12:30-13:00	13:00-13:30	13:30-14:00	14:00-14:30	14:30-15:00
	15:00-15:30	15:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00

Restart

Previous
Next

Click '**Next**' to proceed to the next step.

Reservation

Add extras

Extras can be added to your reservation. You can select them here.

- [Select a location](#)
- [Select a date](#)
- [Choose workstation type](#)
- [Select a workstation](#)
- [Add extras](#)**
- [Preferred functionality](#)
- [Enter personal data](#)
- [Summary](#)

Reserve workstation

Choose extras for your reservation.

If you want to reserve certain extras along with your workspace reservation, you can set the needed amount of extras below.

EXTRA ITEM	AMOUNT	PRICE/ITEM
Mouse (left-handed)	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="1"/> <input type="button" value="+"/>	€0.00
Scanner	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="0"/> <input type="button" value="+"/>	€0.00

Restart
Previous
Next

Click '**Next**' to proceed to the next step.

Preferred functionality

At this step, you can select the desired functionality for workspaces with a computer. Choose from the available profiles. Please note: the options may vary here as well.

- [Select a location](#)
- [Select a date](#)
- [Choose workstation type](#)
- [Select a workstation](#)
- [Add extras](#)
- [Preferred functionality](#)**
- [Enter personal data](#)
- [Summary](#)

Reserve workstation

Preferred functionality

The computer you want to reserve can be set up depending on your preferred functionality. Select the profile you want to use.

Learn Dutch more effectively

Browse our picture books

i **Information about this profile**

Do language exercises and learn Dutch in a fun and playful way.

Restart
Previous
Next

Click '**Next**' to proceed to the next step.

Reservation

Enter personal data

In this step, the library may request additional information required for your reservation. Fields marked with an asterisk (*) are mandatory.

- Select a location
- Select a date
- Choose workstation type
- Select a workstation
- Add extras
- Preferred functionality
- **Enter personal data**
- Summary

Reserve workstation

Enter your personal data.

Important: Your reservation needs to be confirmed in the e-mail that will be sent to you!

Phonenumber: *	<input type="text" value="040-3457183"/>
E-mail address: *	<input type="text" value="bboek@xafax.nl"/>

* Required fields

Restart
Previous
Next

Click '**Next**' to proceed to the next step.

In this step, your reservation is summarized. If everything is correct, click on '**Place reservation**'.

- Select a location
- Select a date
- Choose workstation type
- Select a workstation
- Add extras
- Preferred functionality
- Enter personal data
- **Summary**

Reserve workstation

You want to make the following reservation:

Date/Time:	27 June, 2025 09:30-11:00		
Location:	Alkmaar		
Workstation:	Werkplek #001		
Profile:	Learn Dutch more effectively		

Phonenumber:	040-3457183		
E-mail address:	bboek@xafax.nl		

Cost specification

Workstation type	
Workplace with computer	€0.00
Extras	
Mouse (left-handed)	€0.00
Total to pay:	€0.00

If the data is correct then you can add the reservation by clicking on the button 'Place reservation'.

Restart
Previous
Place reservation

Reservation

You will receive an email shortly. Click the '**Confirm**' button in this email to proceed.

EasyAccount+

Reservation ID: 47

Confirm your reservation

You are almost done creating the reservation for a workstation. To confirm your reservation, check the reservation below and press the 'Confirm' button.

Reservation details

Date	27 June, 2025
Time period	09:30 - 11:00
Location	Alkmaar Berenkoog 13, 1822BH Alkmaar
Workstation	Werkplek #001
Profile	Learn Dutch more effectively
Extras	1x Mouse (left-handed)

Confirm

As the final step, click the '**Confirm Reservation**' button.

Confirm reservation

By pressing the confirm button below the reservation will be confirmed and your reservation will be complete.

Confirm reservation

Reservation

A confirmation message will appear on the screen, and you will receive a confirmation email.



Reservation confirmed

Your reservation has now been finalized in our system. You have received an e-mail about this. This e-mail contains an activation code for the computer if you have reserved a workstation including computer.

 [Click here if you want to start making another reservation right now.](#)

Reservation cancellation

In the confirmation email of your reservation, you will find a '**Cancel Reservation**' button. Please use this option if you cannot use your reservation; otherwise, it will be recorded as 'No Show'. If this happens repeatedly, the library may impose a sanction.

Reservering succesvol geplaatst

Je reservering is nu definitief.

 Jouw computer activatiecode

01574

Verwijder deze e-mail niet. Je hebt deze activatiecode nodig voor het gebruik van de door jou gereserveerde computer.

Reserveringsgegevens

Datum	vrijdag 27 juni 2025
Tijdsperiode	09:30 - 11:00
Locatie	Alkmaar Berenkoog 13, 18228H Alkmaar
Werkplek	Werkplek #001
Profiel	Leer beter Nederlands
Extra's	1x Muis (linkshandig)

Reserveringsacties

Als je je reservering niet kunt gebruiken, annuleer je deze door op de onderstaande knop te klikken.

[Reservering annuleren](#)

Reservation

Click the 'Cancel Reservation' button.

Cancel reservation

By pressing the cancel button below the reservation will be cancelled and removed from the reservation system.

[Cancel reservation](#)

A message confirming your reservation has been canceled will appear on the screen, and you will receive a cancellation email.



Reservation cancelled

You have successfully cancelled your reservation.

Reservation cancelled

Your reservation below has been successfully cancelled.

Reservation details

Date	27 June, 2025
Time period	09:30 - 11:00
Location	Alkmaar Berenkoog.13_1822BH Alkmaar
Workstation	Werkplek #001
Profile	Learn Dutch more effectively
Extras	1x Mouse (left-handed)

This e-mail was automatically generated by the EasyAccountPlus reservation system. Please don't reply to this e-mail.

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