

User Instruction of Booking Group Study Room

Reserve Method

1. PC:

Library website lib.intl.zju.edu.cn- using the library - Room Booking

2. Mobile Client:

TEAMS - MyZJU - Service Assistant – Library Group Study Room Booking

Login

Login with the INTL ID and password

Appointment

1. Search and select the reservation room according to the type of space resources, date, room location, room capacity and other information;
2. Drag the corresponding time on the time bar.
3. Read the booking rules.
4. Fill in the activity theme, invitees and other information.

Note: Please invite at least two participants.

5. Confirm the information.
6. Submit and wait for approval.

Approval

The library appointment is only successful after approved by library staff . To avoid unaudited situations, please make an appointment at least 15 minutes in advance.

Cancellation

1. Before the approval

History - Room - find the Reservation Record - click Cancel

2. After the approval
Please contact librarians to cancel

TEL: 0571-87572288