

User Instruction of Booking Multifunction Room

Reserve Method

1. PC:

Library website lib.intl.zju.edu.cn- using the library - 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 event name, organization, organizer and other information.

Note: Please provide information on the agenda.

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 three days 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