HOW TO RESERVE A GROUP STUDY ROOM ONLINE
如何在线预约团队研讨室

1. Group study rooms can be reserved online via the link given on the library homepage (http://lib.xjtlu.edu.cn). Click on the icon “Room Booking” and you will see a display of the Group Study Room Management System homepage.

您可以通过图书馆主页上的链接访问团队研讨室管理系统, 点击“房间预约”即可进入团队研讨室管理系统主页。

2. Click on “Login” and input your XJTLU username and password.

点击“登陆”按钮，在弹出的登录界面中输入您的学校用户名和密码。

3. Select Group Study Room Number and you can view the details and images of the room. Use the calendar to select which day and/or time you want to make the reservation on.

选择团队研讨室房间号后，您可以查看其详细的配置和照片。在可选的日期和时间范围内拖拽选择。

4. The Group Study Room Booking Policy will be displayed after you choose the reservation time. Click on “Agree” button to continue.

页面自动弹出预约使用规则，点击“同意”按钮后，自动跳转至预约信息填写页面。

5. Input your group members’ names and select the specific time. Click on “Submit” button and the message “Your application has been submitted successfully.” will be displayed if the request is successful.

添加小组成员并选择使用团队研讨室的具体时间段。点击“提交”按钮，出现预约成功的提示即为完成。
HOW TO CHECK OR CANCEL MY RESERVATION ONLINE
如何在线查看或取消我的预约记录

1. Login to the Group Study Room Management System using your XJTLU username and password.
   使用您的学校用户名和密码登录团队研讨室管理系统。

2. Click on "My Bookings" tab and manage your reservations through "My Reservation" page.
   您可以通过“我的预约”主页查看或者取消您的预约。

TIPS

1. The rooms are open for reservation by students and staff for discussion. Each person can only reserve a room once a day. Reservation is limited to a maximum of 3 hours for students and 6 hours for staff.
   每位用户一天只能预订一次团队研讨室。学生一次最多预订 3 小时，教职员工一天最多预订 6 小时。

2. The information for opening hours and number of users can be seen as follows:
   每个团队研讨室的开放时间以及可使用人数见下表:

<table>
<thead>
<tr>
<th>GROUP STUDY ROOM</th>
<th>OPENING HOURS</th>
<th>NUMBER OF USERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>314, 316, 318</td>
<td>Monday to Friday: 8:00-13:00,17:00-22:00</td>
<td>2-5</td>
</tr>
<tr>
<td></td>
<td>Saturday to Sunday: 9:00-22:00</td>
<td></td>
</tr>
<tr>
<td>429</td>
<td></td>
<td>6-9</td>
</tr>
<tr>
<td>445</td>
<td>Monday to Friday: 8:00-22:00</td>
<td>4-6</td>
</tr>
<tr>
<td>545</td>
<td>Saturday to Sunday: 9:00-22:00</td>
<td>2-5</td>
</tr>
<tr>
<td>547, 714, 814</td>
<td></td>
<td>2-8</td>
</tr>
</tbody>
</table>

3. Room can be reserved online up to 7 days in advance. Walk-in users also may reserve the room by using the Reservation Machine located on the 1st floor of the library under the condition that the room is available to use.
   您可以提前 7 天在线预约团队研讨室。您也可以在位于图书馆一楼大厅的团队研讨室预订机上刷卡进行预约操作。

4. A successful reservation requires all team members’ ID card information so that any one of them can enter the reserved room by swiping his/her ID card.
   请务必正确填写每一位组员的信息，以确保您和您的组员们可以在您预约的时间内成功刷卡进入所预约的房间。

5. Room 314, 316, 318, 545, 547, 714 and 814 require at least 2 members (Room 429 requires at least 6 members; Room 445 requires at least 4 members) to swipe their ID card to get into the room, no later than 30 minutes after your reservation becomes effective, or else it would be deemed to default.
   团队研讨室 314, 316, 318, 545, 547, 714, 814 至少需要 2 名组员（团队研讨室 429 至少需要 6 名组员，团队研讨室 445 至少需要 4 名组员）在预约时间生效后 30 分钟之内刷卡进入。如未按规定时间和人数刷卡使用，将自动取消预约，并视为违约。

6. Any change or cancellation should be altered before the reservation start, or else it would be deemed to default.
   预约成功后如计划更改，须在所预约的时间开始之前登陆团队研讨室管理系统取消预约，否则视为违约。

7. The default would be blamed on the applicant. Up to 3 times of default records, the Group Study Room Management System will suspend the applicant’s permission to reserve any rooms for 30 days.
   系统会将产生的违约责任记录在预约者即组长身上，违约累计达三次者，将会被暂停其之后 30 天内的预约权限。