GROUP STUDY ROOM | OPENING HOURS | NUMBER OF USERS
--- | --- | ---
314, 316, 318 | Monday to Friday: 8:00-18:00, 17:00-22:00  Saturday to Sunday: 8:00-22:00 | 2-5
429 | Monday to Friday: 8:00-22:00 | 6-9
445 | Monday to Friday: 8:00-22:00 | 4-6
645 | Saturday to Sunday: 8:00-22:00 | 2-5
547, 714, 814 | 8:00-22:00 | 2-8

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.

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.

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.

6. Any change or cancellation should be altered before the reservation start, or else it would be deemed to default.

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.

How do I keep in touch and find out more?

VISIT US:
Library Homepage  
http://lib.xjtlu.edu.cn

ASK US:
LibAnswers  
http://libanswers.lib.xjtlu.edu.cn

FOLLOW US:  
Library Wechat  
XJTLU_Library

LIKE US:  
Library Weibo  
@西交利物浦大学图书馆
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.xjtu.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 XJTU username and password. 点击“登录”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，您可查看其详细配置和照片。在日历上选择您想要预约的日期和/or时间。

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. 输入您的团队成员的名字，并选择具体时间。点击“提交”按钮，若预约成功会显示“您的申请已成功提交”。

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 XJTU 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”主页查看或取消您的预订。

TIPS

1. The rooms are open for reservation by students and staff for discussion. 每位用户一天最多预定 6 小时，教职工一天最多预约 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及可使用人数见下表: