

LIBRARY GUIDE

SEMINAR ROOM BOOKING SYSTEM: QUICK GUIDE

Booking Procedures

1. Go to the Seminar Room Booking System (https://libapps.hkapa.edu/booking)





2. Login as "HKAPA students & Full-time Staff" or "Other Valid Library Members"

Academy ID /Ref.No.:	() Login Help
Password:	
	Academy ID /Ref.No.: Password:

3. Read the Information about Use of Library Seminar Room and click OK



4a. Select the date (the same day or the next 7 days)

4b. Select the room and time slot

14 30 - 15 30 15 30 - 15 30 18 30 - 16 30					
48.30. 17.00 17.00 - 17.30 12.30 - 49.30 18.30 - 49.30 18.30 - 19.30 18.30 - 19.30	Nationaarvite	i.	Ania arvis	No. of Advisor	
20.00 - 20.30					

General Enquiries

Tel: 2584-8510 (Academy Library) Tel: 2584-8921 (F/TV Library)

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Suggestions and Comments E-mail: library@hkapa.edu

August 2019

OK



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5. Read the guidelines and tick the checkbox before Submit.

Room Booking				Please read the following and than click "Agree" butten before to proceed to make booking. 1. Please read the <u>Guidelines on the lise of Deminer Rosons in the Liberry</u> hefere agreeing to abide by the palky and follow the procedures and rules before making booking.
Room: Purpose:	Seminar Roon Group Study :	n A ¢		2. In particular, the Library would like to draw your attention to the following (Extracted from the Guidelines, plasse refer to full versions at the link shows of the participal uses, user who booked the Room, should same with at tests? J users and present all three valid Academy 10 cards to library staff at the Gradulation Counter 6 minutes before the parameter than never than 13 minutes after the session starts.
No. of people	3 \$			I have read the above and also the guidelines at the above link. I agree to abide by them.
Start:	20/06/2018	12:00		
End:		12:30 (30 m	ninutes) \$	Back Submit

Confirmation email will be sent to you if booking is successful



View / Cancel Booking

- 1. Click "View / Cancel Booking" to review your booking(s).
- 2. To cancel your booking, please click "Cancel Booking" button. Cancellation will be sent to you through E-mail.

Note: Cancellation must be done 8 hours before session starts.

A Home	 Guidelines 	Facilities	View/Cancel Bookin	g C+ Logout
Your Booking(s)				
Date	Time	Room		

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