

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”

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



General Enquiries

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

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

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5. Read the guidelines and tick the checkbox before 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.

Date	Time	Room	
21 June 2018 (Thursday)	17:00 - 17:30	Academy Library Seminar Room C	Cancel Booking

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