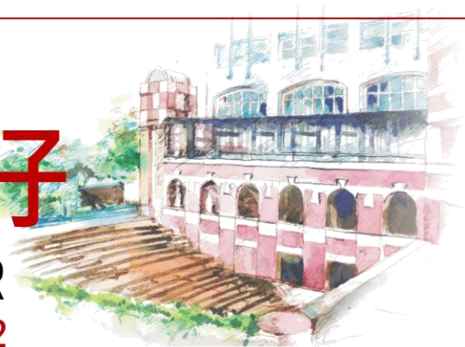




北醫圖書報馬仔

TMUL's NEWSLETTER

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中文版(p 1) English(p 2)

座位登記有保障，討論室預約+報到真順暢

空間劃位系統上線已二年多，北醫人進館第一件事就是劃位，現在來解鎖系統小技巧，以及 NG 卡關狀況，希望有助於劃位更快速流暢！

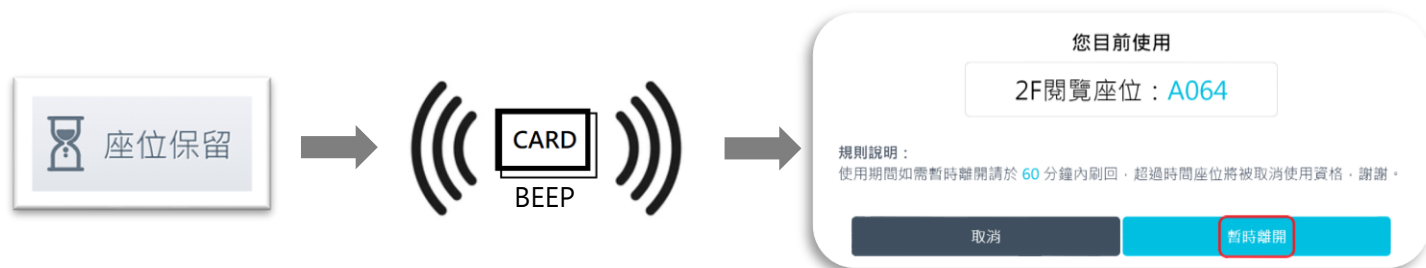
回館後有立即暫離館需求

若回館後，需立即再次離館，以延續座位保留時間者，請於現場劃位電腦先按「回館報到」，再按「座位保留」(如圖)。回館後沒有立即離館需求者，則不需要特別執回館報到功能。



『座位保留』請完整落實：『座位保留』→感應卡證→『暫時離開』

欲暫離館須保留座位時，請於現場劃位電腦先按『座位保留』後，感應卡證→點選確認『暫時離開』才算座位保留成功；若未完整執行座位仍會被釋出！



討論室完成預約後，仍須於現場電腦完成『現場報到』

若未現場報到，該時段仍會開放其他使用者進行預約。

最後溫馨叮嚀，期末考期間將加強佔位物品拖吊，有劃位有保障，更要提醒須於座位保留時間內回館。

Something helpful for Smooth Library Space Access.

The TMUL Space Booking System has been launched for over 2 years, and the first thing you need to do upon entering the library is to REGISTER YOUR SEAT! Here are some tips for using library spaces smoothly.

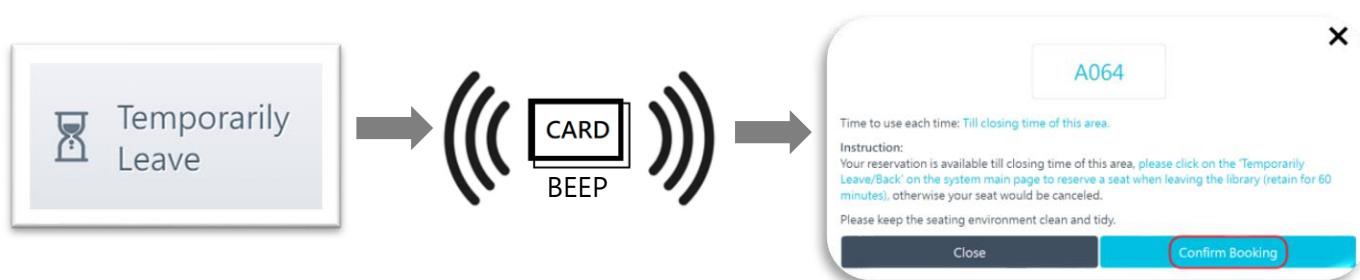
Need to leave the library immediately upon returning

If you need to leave the library immediately after returning to extend your seat reservation, please use the on-site computer to click 'Back Again' first, then click 'Temporarily Leave' (as shown in the image). If you don't need to leave right away after returning, there's no need to use 'Back Again' function.



Secure your seat: 'Temporarily Leave' → Swipe card → 'Confirm Booking'

Temporarily leaving the library but wanting to retain your seat, use the on-site computer to click 'Temporarily Leave', then swipe your card and select 'Confirm Booking' to successfully secure your seat. Failure to complete this process will result in automatic seat release.



Book the discussion room and complete the check-in at the reserved time

Reserve the discussion room online in advance. Please ensure everyone arrives on time to complete the registration at the kiosk; otherwise, the slot will be made available for other users.

During the final exam period, efforts to address seat reservation abuse will be intensified. It's essential to emphasize the need to return to the library within the designated seat reservation time after using the 'Temporarily Leave' function.