HOW TO RESERVE A PC IN LIBRARY

ONLINE PC RESERVATION

There are 2 main modules in Online PC Reservation:

i) Make a Reservation

ii) Manage Existing Reservation

MAKE A RESERVATION

1. Open Online PC Reservation module at http://pcreserve.lib.iium.edu.my or through Online PC Reservation banner at IIUM Library homepage.
2. The page will automatically point to ‘Make a Reservation’ module. Refer Figure 1.
3. Select a Location. Currently only Main Library available. Press ‘Reserve a PC’ button.

![IIUM Library Make a PC Reservation](image)

**FIGURE 1**

4. Key in the required information as in Figure 2. Please take note the important required field.
   i) Library Barcode
   ii) PIN NO
   iii) Select Area - Multimedia Lab.
       *Coming Soon: Computer Lab 2.1, Public Area Level 1, Public Area Level 3, Public Area Level 4(STIS) and Public Area Level 4(SERIALS)*
   iv) Select Date - Today or Tomorrow
   v) Time

5. Click ‘Submit’ button.
6. A confirmation page will be displayed. Refer to Figure 3.

7. Please take note the important information of the reservation for reference.
   i) PC Name
   ii) Date
   iii) Time
   iv) Length

8. Press ‘Accept’ button to confirm the reservation.

9. User can now go to specific area (as selected during reservation) to use the reserved PC.
MANAGE EXISTING RESERVATION

1. Click on ‘Manage Existing Reservation’ icon at the top of the page.

2. Select a Location and then Click ‘View or Cancel Reservations’ button. Refer Figure 4.

3. Enter Library Barcode and PIN Number. Press ‘Submit’ button.

4. Reservation details will be displayed. Click ‘Cancel’ button if you wish to cancel the reservation. Refer Figure 6.
FIGURE 6