

图书馆参观预约操作流程

一、 电脑端预约

1、 OA 审批选择“校园来访接待”

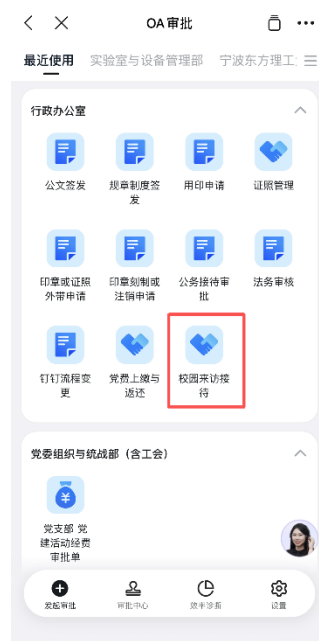


2、 填写参观时间、选择“图书馆”作为协同单位

The screenshot shows the '校园来访接待' (Campus Visitor Reception) form. The '行程安排' (Itinerary) section is highlighted with a red box, showing the time '9:30-9:45参观图书馆' (9:30-9:45 Visit Library). The form includes fields for '申请人' (Applicant), '申请人所属单位' (Applicant's Unit), '审批单位名称' (Approval Unit Name), '来访人数' (Number of Visitors), '来访时间' (Visit Time), '是否需要校领导接待' (Whether School Leader Reception is Needed), '行程安排' (Itinerary), '需要协同单位' (Need for Collaborative Unit), '是否需要校车' (Whether School Bus is Needed), and '是否需要校车' (Whether School Bus is Needed).

二、 手机端预约

1、 OA 审批选择“校园来访接待”



2、填写参观时间、选择“图书馆”作为协同单位



三、 咨询联系方式

图书馆办公室电话：（86）0574-86603260

咨询信箱：library@eitech.edu.cn