Ateneo de Naga University Multimedia Services
Online Reservation

Kindly use Google Chrome or Mozilla Firefox as web browser. Below are procedures for accomplishing and viewing the Online Reservations.

1. Go to the library website (http://adnulib.adnu.edu.ph), Go to the Announcement Box, click the "Here" link. You will be directed to the Online Reservation Site.

2. To log-in: [Pls. call the IMC (local 2411) to get your account.]

   Username
   Faculty
   The abbreviation of your College dash (-) abbreviation of your Department (ex. CAS-SS for College of Arts and Sciences Department of Social Sciences)

   Student Organizations
   SO dash (-) abbreviation of your Student Organization (ex. SO-TA for Turismo Ateneo)

   Offices
   O dash (-) abbreviation of your Office (ex. O-TO for Treasurer’s Office)

3. As password, the default password will be given by the administrator. Click Log in.

4. Drag your mouse pointer at Schedule Button and Click Make a Reservation.

5. To choose a Venue, drag your mouse pointer at the Blue Downward Arrow and Click the desired Venue.

6. Choose the desired date by clicking the Calendar Icon and clicking the desired Date.

7. Click and drag the desired Period of your reservation.

8. Fill-up all the information. You can add equipments by Clicking Add. After completing the form, click Create.

9. A window will pop-up if the reservation is successful. Please take note of the Reference Number. Click Close to exit the window. You will be redirected to Make a Reservation Page.

10. To check your reservations, drag mouse pointer at Schedule Button and Click My Calendar.

11. To view the Information of your reservation click the Reservation Box.

*Note: After creating a reservation, users cannot Edit or Delete their reservations.

12. Click Sign Out.