

# Booking 小幫手服務(申請預約嘉義館內架上圖書)

- 使用時機：嘉義院區讀者申請預約嘉義圖書館館內架上的書

- 申請步驟：

(1)進入館藏查詢系統 <https://libjia.cgmh.org.tw/webpacIndex.jsp>

(2)右上角帳號(身分證字號)+密碼(包含英文、數字至少 8 碼)登入  
(首次登入密碼預設為身分證字號後 6 碼)

(3)查到欲借閱的圖書，記錄下條碼號(中文書 CYC；西文書 CYE 開頭)

The screenshot shows the library's search results for the book 'ACLS精華'. The search criteria are '題名' (Title) and 'ACLS精華'. The results show 4 items. The first item is highlighted, showing its title 'ACLS精華', author '胡勝川等編著', and publication year '2016'. The callout '需為「館內架上」圖書才可申請' points to the '館內架上' (In-library) status. Another callout '記下條碼號(CY開頭)' points to the barcode number 'CYC0005423'. The login fields in the top right are also visible, with a callout '登入帳密' pointing to them.

(4)再至右上角【Booking 小幫手】→【申請協尋】頁籤，輸入條碼號，確定申請

The screenshot shows the 'Booking 小幫手' application form. The user is logged in as '侯美琪'. The form fields include '讀者證號(\*)', '姓名(\*)', '個人常用EMAIL(\*)', '登錄號(\*)', and '協尋有效日期'. The barcode number 'CYC0005423' is entered in the '登錄號(\*)' field. The callout '輸入記下的條碼號' points to this field. The '確定' (Confirm) button is highlighted with a red box.

- 圖書館收到申請件處理完成後，Team+會傳送給您可取書訊息，收到訊息後即可持識別證至圖書館櫃台取書。