LIBCAL USER GUIDE

HOW TO BOOK A STUDY ROOM

• Choose the branch where you want to make a reservation.
• Click inside the green time “box” of the room you’d like to book. The reservation will populate up to 3 hours unless the reservation bumps into an existing reservation (colored pink). Your reservation is in yellow.
• Need another date? Click “Go To Date” to pick a new date.
• Changed your mind? Click trashcan icon delete the reservation to start over.

• Choose your end time and then click “Submit Times.”
• Please read through the Terms and Conditions before clicking “Continue.”
• “Booking Details” will appear. Required information includes your first and last name, email address, phone number, number of persons using the room and purpose/organization.

• Click “Submit my Booking.”
• Study Rooms are mediated. You will receive an email with the reservation you made and an email confirmation once your reservation is approved.
  o Study Rooms may be reserved for a maximum of 3 hours a day.
  o Study Rooms may be reserved for the current month plus the next month.