How to Book A Study Room

Group work is a big part of being in university.

And it can be a lot of fun!

But loud conversations in the library can be disturbing to those who are here to study quietly.

If you need somewhere to study as a group, book a study room in one of our libraries!

Begin on the library website.

Choose 'book a room' under Popular Links.

To access Library Booking you will be asked to input your Mac ID and Password.

From here, you can choose the library where you'd like to work.

If you aren't sure where the rooms are located, you can look at the available floor plans.

Let's say I want to book a room in Mills -- I'll choose Mills.

This will show me a chart of all the study rooms in Mills and times that they can be used.

Keep in mind that bookings can only be made up to two weeks in advance – click through here or here to select your day.

Time slots that are blue are times that have been booked.

Time slots that appear white are times that are still available.

Keep in mind that you need a minimum of 3 people to use a study room.

Hover over the room name to view the maximum capacity.

Click on the time slot you'd like to book.

Fill out the form to complete your booking.

For privacy reasons, we recommend that full names not be used when reserving a room.

Use your initials or a nickname instead.

You can book a room in half hour increments, for a maximum for 2 hours a day per group.

Once you've filled out the form, you're booking will appear on the schedule.

You'll also get a confirmation email.

The doors aren't locked – so when your booking time arrives, just go straight to your room.

If you do not show up in the room after 15 minutes of the booking time then you will lose your complete booking and the room is free for anyone to use.

The full meeting room policy is posted on the bookings page.

Please note the Library reserves the right to cancel bookings in violation of this policy.

Any attempts to monopolize study rooms will be considered a breach of the Library Code of Conduct.