Guide: How to Book a Study Room

Booking a study space:

You can book a study room for your group through the Library website.

- Go to Library website.
- Select Group Study Space on left side menu.
- On the booking page select the Go To Date button to select the date you wish to book.

To select the time slot, choose the Green block for the start time and the study space you would like to book.

- Green Blocks mean available. Red Blocks mean unavailable.
- Once you select the Green block, this box below will appear below the calendar.

- Select the end time of your booking. You can book a space for up to 2 hours per day per group.
- Click the Submit Times button.
- The Terms & Conditions page will appear. Please read and then select Continue.
• The Booking Details form will appear as below.
• Fill out the form with your group’s information. Make sure to use your NCI email.

<table>
<thead>
<tr>
<th>Item</th>
<th>Category</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Access Room</td>
<td>Group Study Room</td>
<td>3:00pm Monday, October 9, 2017</td>
<td>4:00pm Monday, October 9, 2017</td>
</tr>
</tbody>
</table>

Fill out this form to complete the booking.

- Full Name *
- Email *
  - Enter @staff.nu.ie, @student.nu.ie, @ncu.ie addresses only
- Student Number *
- Contact Number *
- Number of people *
- Names and student numbers of group *

Submit my Booking

• Once you have completed the form select Submit my Booking button.
• You will receive a confirmation email for the booking.

Cancel Your Booking:

There are two ways to cancel your booking.

• Use the link in the booking confirmation email you receive when you first made the booking.

  OR

• Contact the library desk if you no longer have the confirmation email. We can cancel the booking for you. You can do this in person or by email or phone.
  Please be sure to provide us with the details of your booking when phoning or emailing (Name, Student number, Date and Time of booking).