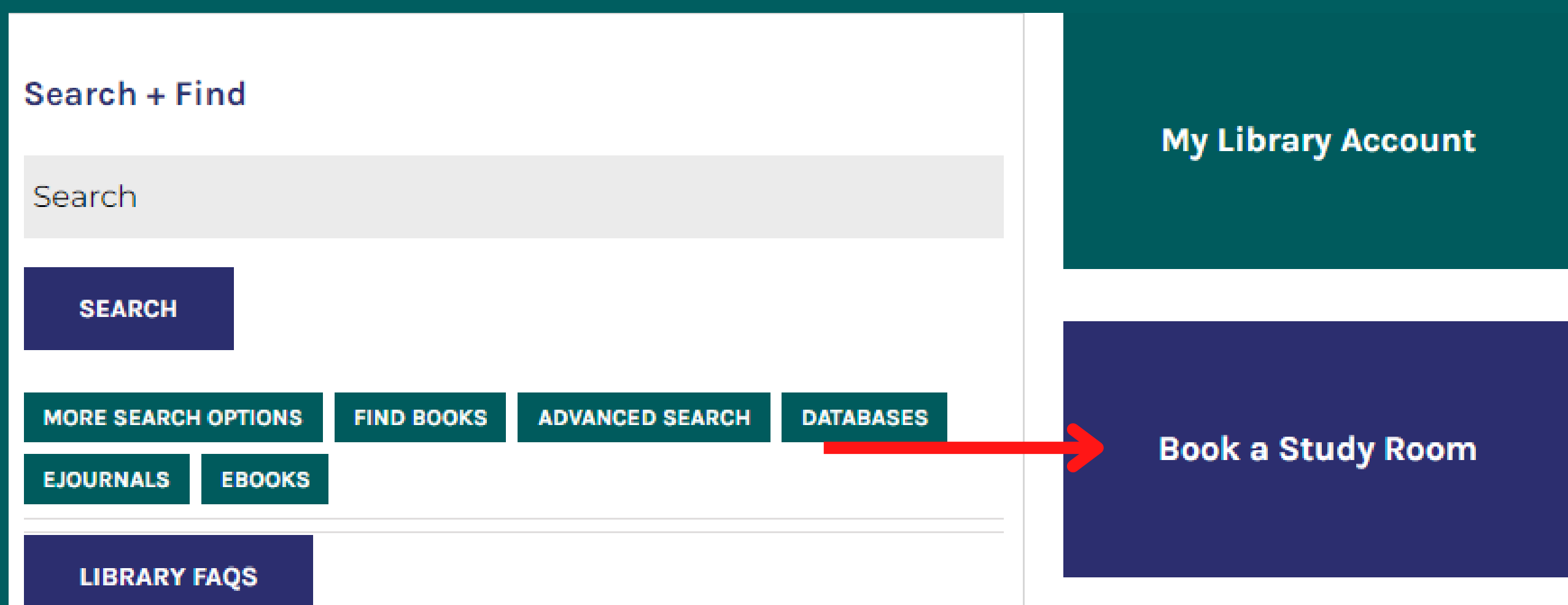


ATU Library How To: Book a Study Room in the Library

There are 6 study rooms available to book on the Letterkenny campus. All study rooms have wireless TV access so you can display your laptop on screen, and whiteboards. Markers are available from the library desk. There are a number of rules that apply to the use of the study rooms:

- Study rooms are for the use of students only
- Study rooms must be booked through the library webpage
- Study rooms can be booked for a maximum of 3 hours per week
- Strictly no food or beverages in study rooms
- Study rooms are not soundproof, so please be considerate of other library users and noise levels
- If you book a study room, and it remains unoccupied 15 minutes after the start of booking time, it will be given to another student waiting for a study room. Please 'Delete' your booking if you no longer require it, as the rooms are in high demand.

1. To book a study room, click into the Book a Study Room box on the library homepage



2. This opens the weekly calendar:

- The panel on the left-hand side is divided into the days of the week and subdivided by the 6 study rooms.
- The panel on the top shows the blocks of time to book
- The date in the top right-hand corner can be moved forward to select a different week

4. The booking screen changes to an individual booking page

Begin: start time for you booking

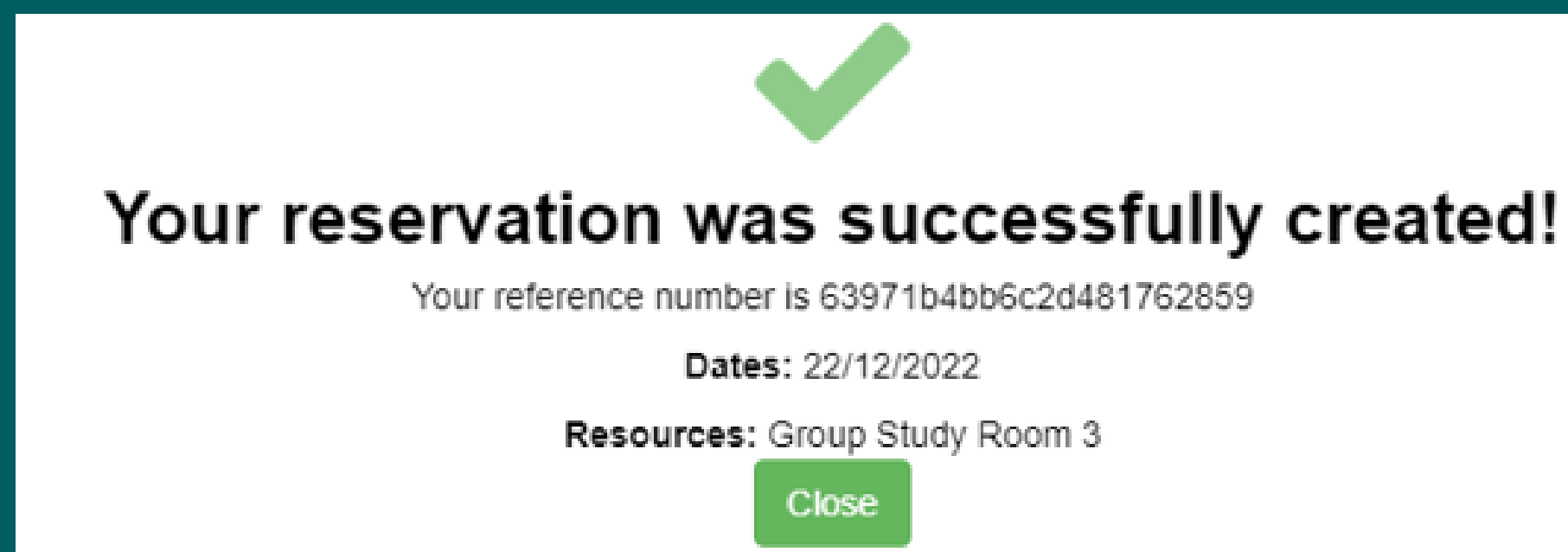
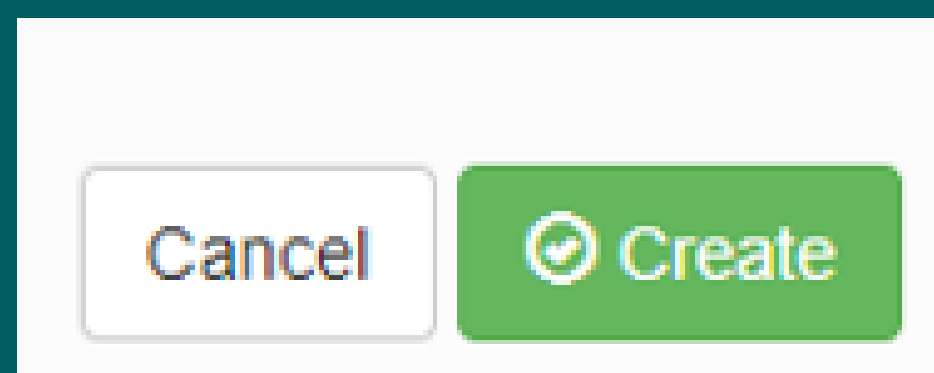
End: you can change the length of time using the dropdown arrow

You can give your reservation a title e.g., group project

Press 'Create' in the bottom right-hand corner to set up the booking – you will receive a confirmation on screen

The screenshot shows a booking form with the following fields and options:

- Begin:** 22/12/2022, 14:45 (dropdown arrow)
- End:** 22/12/2022, 15:15
- Duration:** 0 days 0 hours 30 minutes
- Repeat:** Does Not Repeat (dropdown arrow)
- Resources:** Change (+) button, Group Study Room 3 (highlighted)
- Title of reservation:** Text input field
- Description of reservation:** Text input field
- Send Reminder:** Two checkboxes, each with a '15 minutes' dropdown and 'before the start/end time' text.



5. Your booking appears in a blue-grey colour

Thursday, 22/12/2022	00:00	08:45	09:15	09:45	10:15	10:45	11:15	11:45	12:15	12:45	13:15	13:45	14:15	14:45	15:15	15:45	16:15
Group Study Room 1				Private						Private							
Group Study Room 2																	
Group Study Room 3			Private														
Group Study Room 4		Private															
Group Study Room 5									Private								
Group Study Room 6																	

A red circle highlights the cell for Group Study Room 3 at 14:45, which is shaded blue-grey, indicating the booking.

6. To cancel your booking, click on the blue-grey square that indicates your reservation. You will be brought into the individual booking page again.

7. Go to the 'More' button on the top right-hand corner of the screen. Click on the drop-down arrow. Select Delete. (If you just press 'cancel' beside the 'more' button, it just closes the screen.)

You will get a confirmation on screen that the booking is cancelled.

