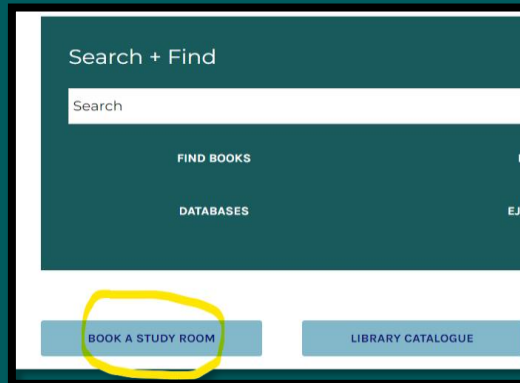




ATU Library How To: Book a Study Room

1. There are two ways students can book a study room;
(a) Library website: Click on **Book a Study Room**



- (b) Scan the code displayed on posters in the library and on study room doors, which will bring you to the booking page.

LibCal Room Booking



Scan Me to access a Room Booking

2. Students must choose **Donegal Letterkenny** from the **Location** drop-down menu to book a space in Letterkenny. You can select the Zone; upstairs, downstairs or All. Then click on **Show Availability**

ATU Library | LibCal | Seat & Space Bookings | New Reservation

Location Donegal (Letterkenny)

Zone Show All

Category Study Room

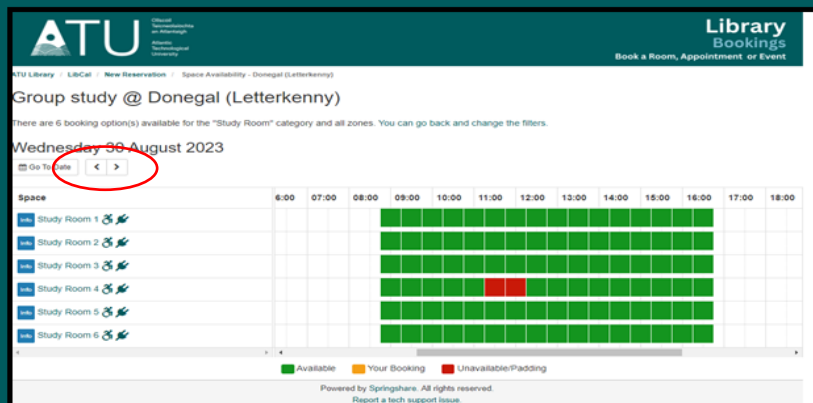
Capacity Group study

Filters

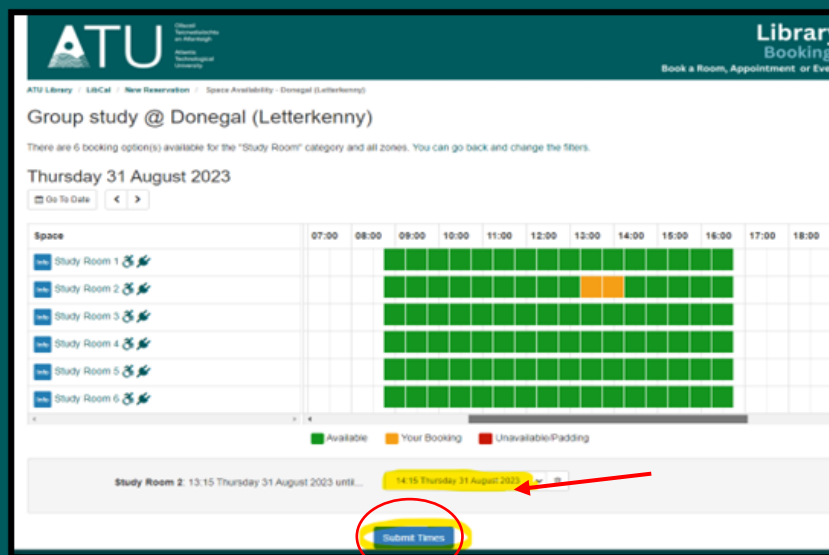
- Accessible Seat/Space
- Power Available

Show Availability

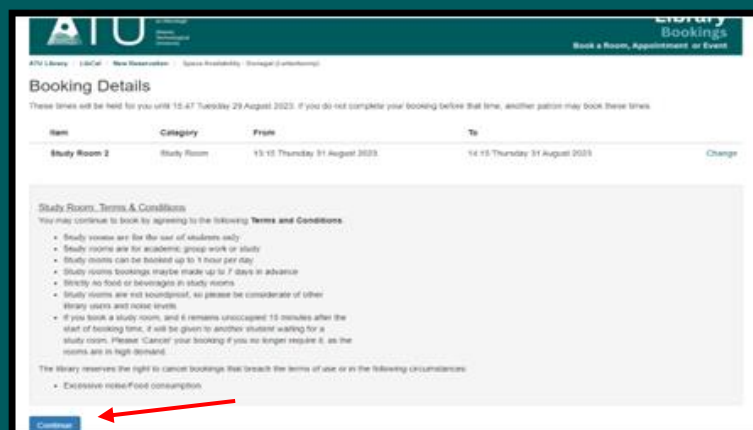
- Rooms and Spaces are shown - Green for Availability / Red for Booked. Move forward to the next day using the arrows under the date.



- Click on a Green space to make a booking – then click on Submit Times



- Confirmation of your booking day and time is shown on screen and the Terms and Conditions of using the study rooms. Click on **Continue**



- Fill out your details – N.B. you must use your **ATU email address @atu.ie**
The system is not configured for other email addresses. Select ‘**Submit my booking**’

ATU Library | LibCall | New Reservation | Space Availability - Donegal (Letterkenny)

Library Bookings
Book a Room, Appointment or Event

Booking Details

These times will be held for you until 15:47 Tuesday 29 August 2023. If you do not complete your booking before that time, another patron may book these times.

| Item | Category | From | To | |
|--------------|------------|-------------------------------|-------------------------------|--------|
| Study Room 2 | Study Room | 13:15 Thursday 31 August 2023 | 14:15 Thursday 31 August 2023 | Change |

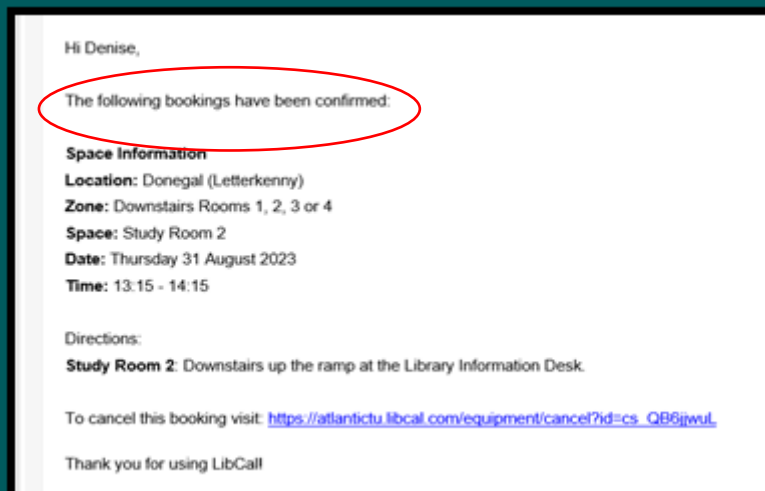
Fill out this form to complete the booking.

Full Name * Denise McCaul

Email * denise.mccaul@atu.ie
Enter @atu.ie addresses only

Submit my Booking

- You will receive a confirmation email to your ATU address



- To cancel a booking click the link in the booking email

