

## 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

 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

		Library Bookings Book a Room, Appointment or Event
ATU Library / LibCal / Seat & Space Bookings /	iew Reservation	
New Reservation		
Location	Donegal (Letterkenny)	~
Zone	Show All	v
Category	Study Room	~
Capacity	Group study	~
Filters	G & Accessible Seat/Space	
	🗆 🗯 Power Available	
	Show Availability	

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

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U Library / LibCal / New Reservation / Space Availability - Donegal (Letterkenny)													
Group study @ Donegal (Letterkenny)													
There are 6 booking option(s) available for the "Study Room"	catego	ry and all	zones. Yo	u can go	back an	d change	the filters.						
Wednes <del>day 30 A</del> ugust 2023													
Space	6:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
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Powered by Springshare. All rights reserved. Report a tech support lisse.													

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

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ATU Library / LibCal / New Reservation / Space Availability - Doneg	pal (Letterke	inny)										
Group study @ Donegal (Lette	rkeni	ny)										
There are 6 booking option(s) available for the "Study Room"	category	and all 20	nes. You	can go ba	ck and cr	ange the	Stors.					
Thursday 31 August 2023												
Space	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
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Study Room 2: 13:15 Thursday 31 Augus	t 2023 un	u. (	14:15 Th	rsday 31 A	upust 2023		-	_				
			ubmit Tim									

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

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Library ( 100/af ) New Y	anarianten ) fanne breeken	No. Service ( and service and					
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to Maray reserves Per	ight to carnot becomings it	that there are the instrum of space or you the findaments card	LANSING MALE AND A DECIMAL OF A DECIMAL OF A DECIMAL OF A				

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'

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ATU Library / LibCal / New Reservation	ken / Space Availability - I	Donegal (Lettierkenny)				
Booking Details						
These times will be held for you un	ntil 15:47 Tuesday 29 A	lugust 2023. If you do not complete y	our booking before	that time, another patron	n may book these times.	
Item	Category	From		То		
Study Room 2	Study Room	13:15 Thursday 31 August 2023		14:15 Thursday 31 Aug	ust 2023	Change
Fill out this form to complete t	the booking.					
Full	Name * Denise		McCaul			
	Email * denise.	mccaul@atu.ie				
	Enter @a	tu le addresses only				
	Submit	my Booking				

7. You will receive a confirmation email to your ATU address



8. To cancel a booking click the link in the booking email



Study Room 2: Downstairs up the ramp at the Library Information Desk.

To cancel this booking visit: https://atjuntictu.libcal.com/equipment/cancel?id=cs\_QB6jjwuL

Thank you for using LibCal!