

## **Slide 1**

In this video I will show you how you can reserve one of the group study rooms in the library.

From the library's website (<http://library.campbell.edu>) we have a link to room reservations under our "quick Links" menu

## **Slide 2**

Once you click on the Room reservation link, you will then be directed to a webpage that reviews our group study room policies. After reviewing these policies, click on the link "reserve a study room"

## **Slide 3**

After clicking on the reserve a study room link, you will see a listing of all the study rooms and when they are available to reserve. Blue squares are time slots that are unavailable, Red squares indicate that room is already booked for that time slot. Green spaces are time slots that are available for reservations

Use the calendar on the left to pick the date for when you'd like to reserve your study room. Note that reservations must be made 12 hours in advance, you can reserve up to 2 weeks in advance, and you can reserve a room for a max of 3 hours per reservation.

## **Slide 4**

Simply click on any of the green spaces to reserve a study room. Once you do this the green spaces turn to yellow, which is

temporarily holding this spot for you. You can see here that I am reserving room 237 from Noon-3pm. After you have selected the times you want, you will click on the continue button

### **Slide 5**

You will then be asked to fill out your name, email address (use your campbell email), Campbell ID and the names of the people in your group. Once you click on the submit my booking button, you will get a message that says “this booking is tentative only”. You will be sent an email that asks for you to confirm your booking.

### **Slide 6**

This is what the email that you receive will look like. To confirm this booking you, must click on the link given. And you must confirm within 2 hours of when you made the reservation. If you do not see this email in your inbox, check your spam folder.

### **Slide 7**

After you confirm the booking using your email, you will see this message that shows your booking has been confirmed. You should also receive another email telling you that your room reservation has been confirmed.

### **Slide 8**

To double check if your reservation went through, you can go back to the room reservation screen and check to see if the

room and time slot that you have reserved is red, indicating that the room is booked and that no one else can reserve that space for the times you've selected.

## **Slide 9**

If you have any questions or need assistance when scheduling a group study room, please let us know. You can simply visit the research assistance desk, call us at 910.893.1467 or email us at [reference@campbell.edu](mailto:reference@campbell.edu) and we will be more than happy to help you.