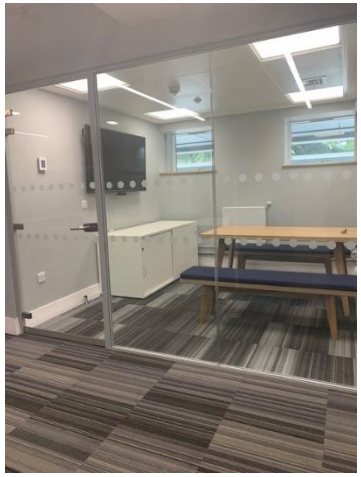
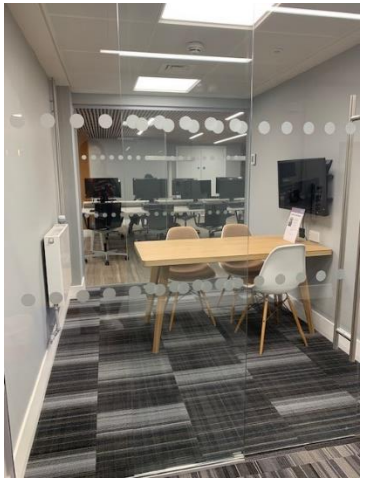
Booking a study room

There are eight bookable group study rooms on the first floor. The rooms can be used without booking if they are empty, but occupants must move along if a group has booked the room. For any queries regarding room bookings, speak to a member of staff at the Welcome Desk.



Rooms 110, **111**, **112**, **113** and **114** have capacity for 6 students. These rooms have a PC connected to a screen which can also be used with students' own devices.

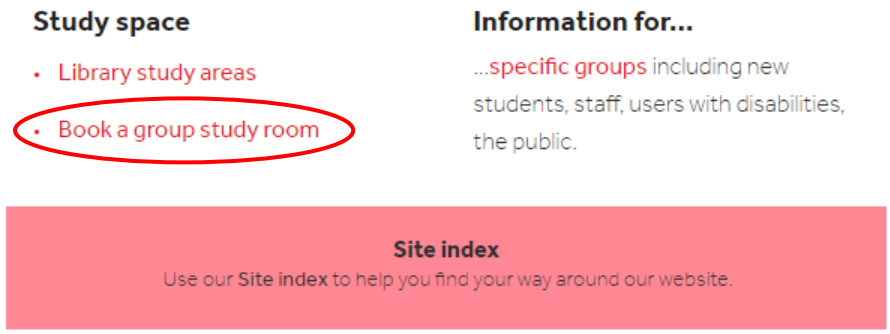


Rooms 115, **116** and **117** have capacity for 4 students and also have screens to which students can connect their devices.

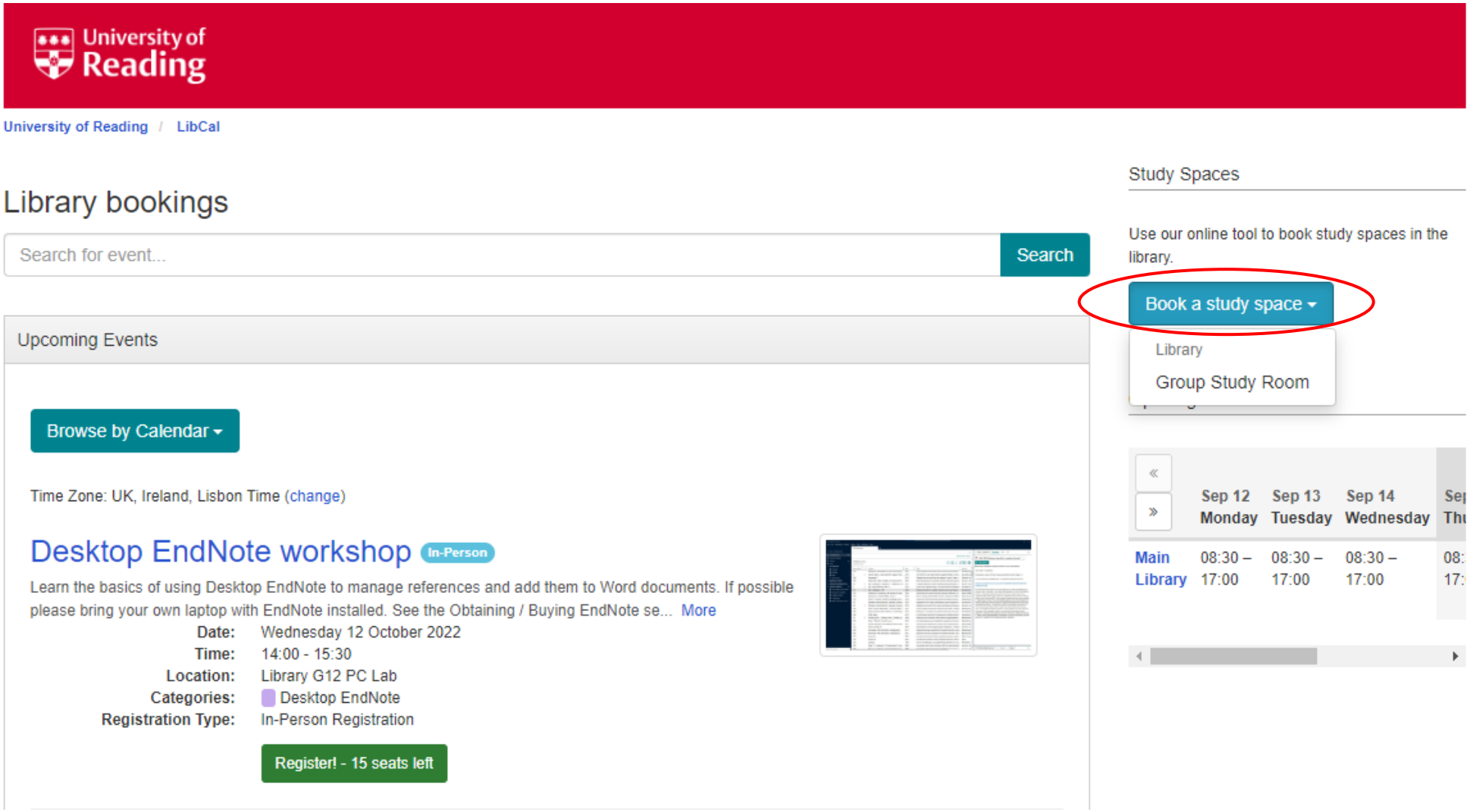
Step 1: Go to https://reading-ac.libcal.com/

You can access this link at the bottom of our website homepage, or go straight to the booking page by scanning the QR codes found outside the study rooms.

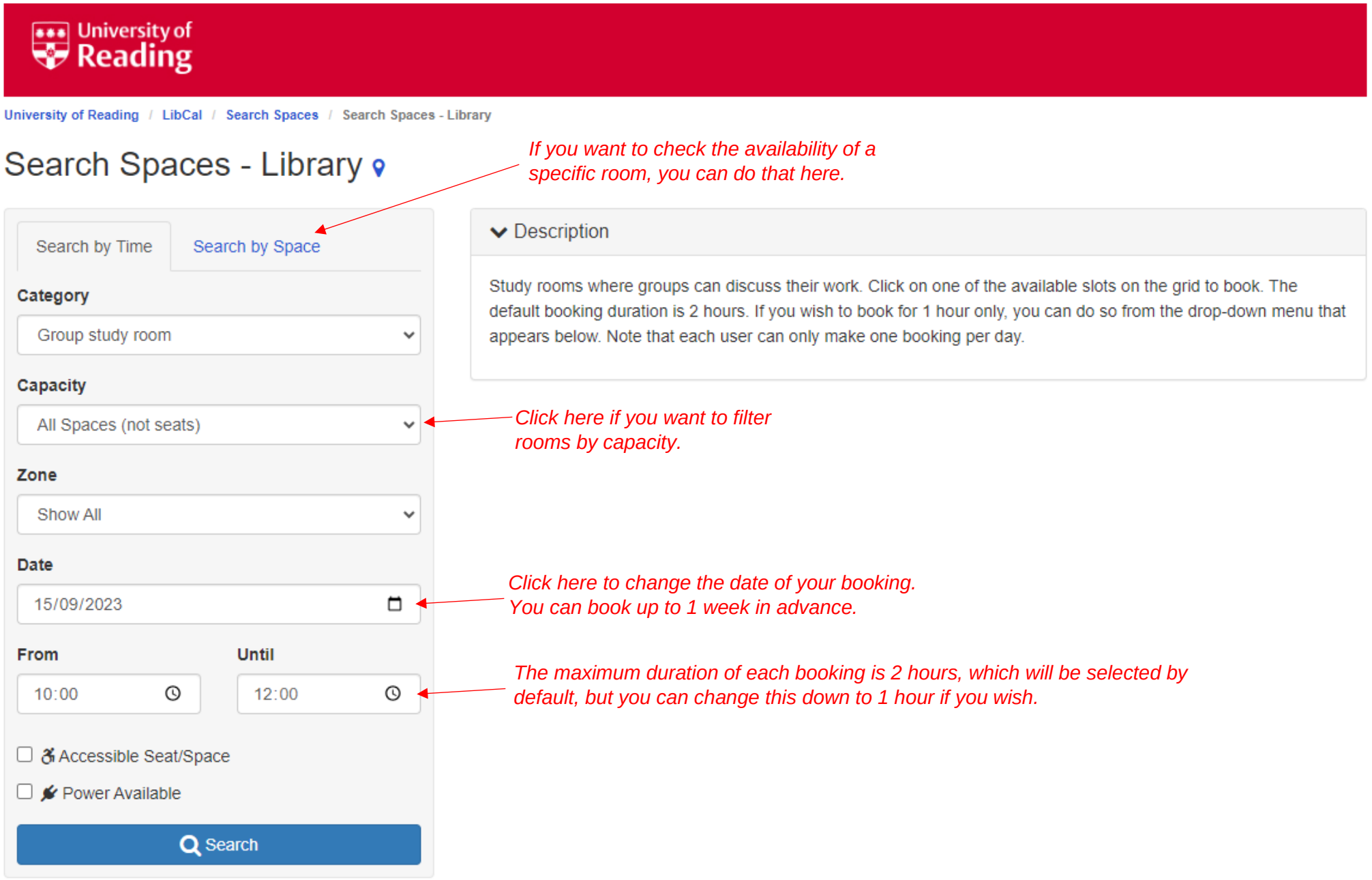
Find more information about Library study areas at https://www.reading.ac.uk/library/using-the-library/services/study-areas.



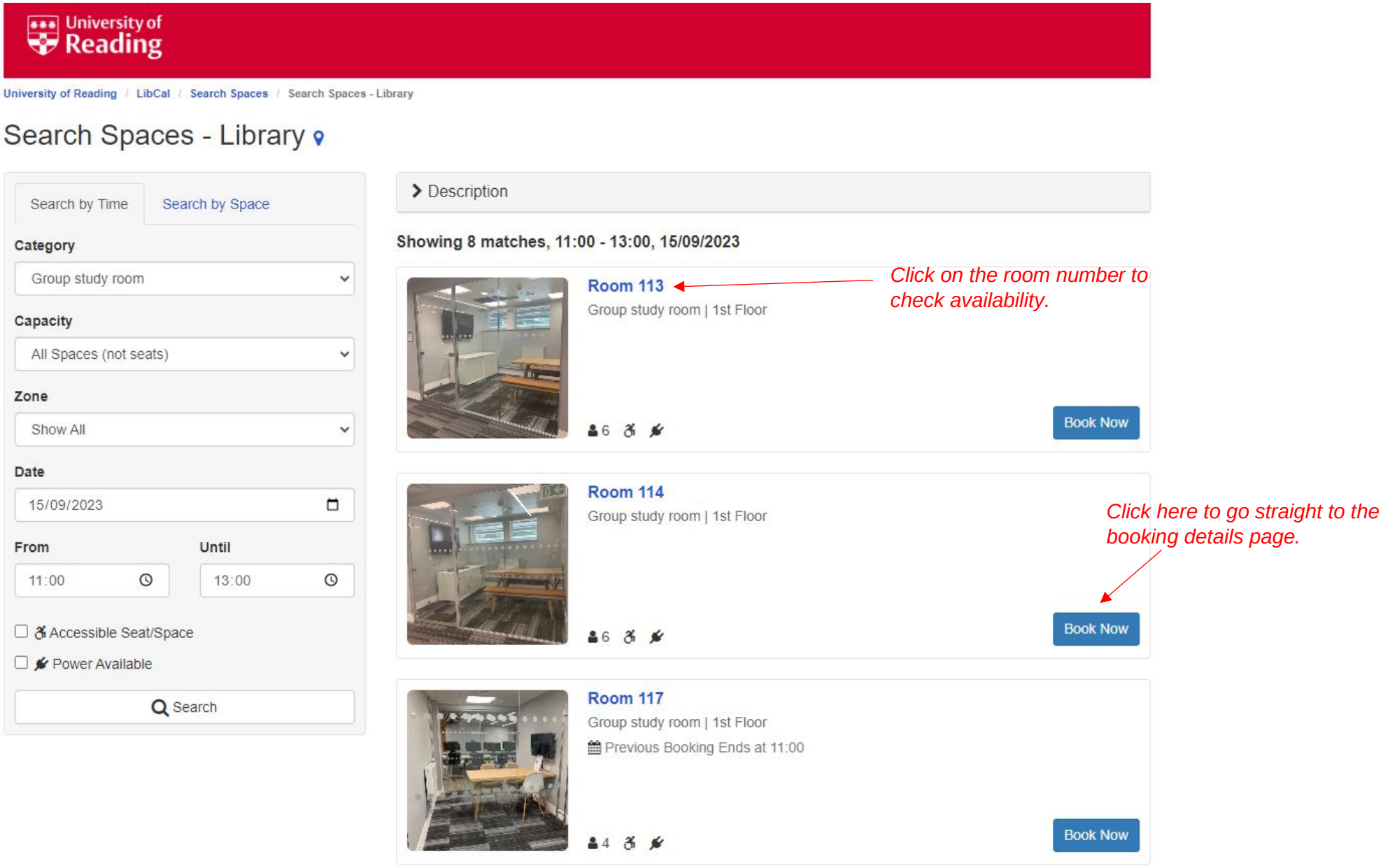
Step 2: In the sidebar on the right-hand side, click on **Book a study space**, then **Group Study Room**.



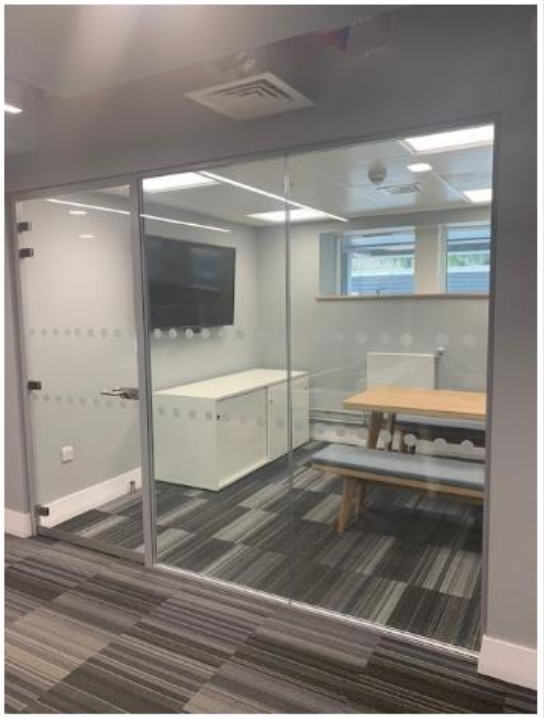
Step 3: This will take you to the **Search Spaces** page, where you can specify what date and time you are looking to book a room for, whether the room should have capacity for four or six people, or even search for a specific room.



Step 4: Once you've clicked the blue **Search** button, you will see a list of available rooms to book which meet your criteria. If there are none that match exactly, LibCal will suggest other times that the rooms are available. Click on **Book Now** to go straight to the booking page, or click on one of the room numbers if you want to check the availability of that room and book a different time.



Room 111 (Library: 1st Floor) Capacity: 6



Accessible Seat/Space
Power Available

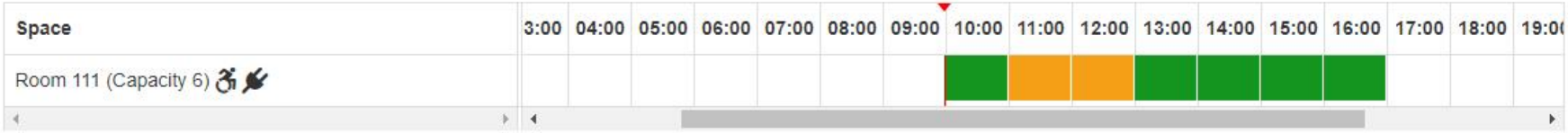
If you check the availability of a specific room, you will see a colour grid like the one below. Red spaces are already booked, green spaces are available and orange spaces are those that you have already selected.

A non-colour coded timetable is also available in a format suitable for screen-readers via a link at the bottom of the page.

Friday 15 September 2023

Go To Date

First select a start time from the grid below. You will then be able to modify the end date/time in the dropdown below the grid.



Room 111: 11:00 Friday 15 September 2023 until... 13:00 15/09/2023

If you change your mind and want to select a different time slot, click on the dustbin to delete your selection.

Step 5: After clicking **Book Now,** you may be prompted to enter your University username and password if you haven't already logged in. You will then arrive at a confirmation page where you should see all your booking details, as well as your name and University email address. If you're happy with the booking, click on **Submit my Booking** to confirm.

University of Reading

University of Reading / LibCal / Library / Space Checkout

Booking Details

Fill out this form to complete the booking.

These times will be held for you until 10:02 Friday 15 September 2023. If you do not complete your booking before that time, another patron may book these times.

Full Name

[redacted]

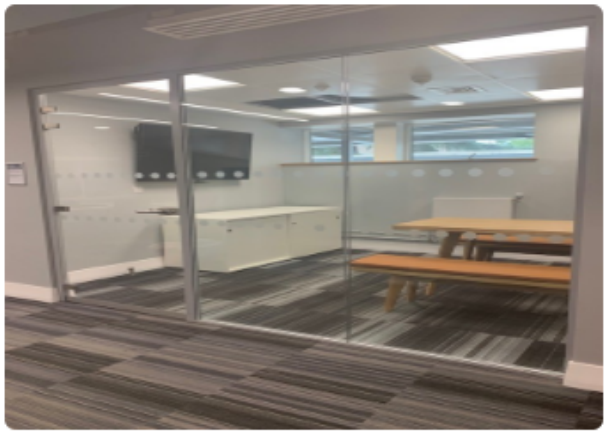
Email

[redacted]

Submit my Booking

Logout

Booking Details



Room 113 Remove

Group study room | 1st Floor

6

Date: Friday 15 September 2023

Time: 13:00 - 15:00

If you want to go back and make changes, click on the Remove button to delete this booking before going back to choose another.

Step 6: A confirmation email will be sent to your University email address, followed up by a reminder email 4 hours prior to the booking. If you wish to cancel your booking, click on the link in the email.

Hi Lewis,

The following bookings have been confirmed:

Library >> 1st Floor
Room 112: 12:00 - 14:00 Wednesday 21 September 2022.

To cancel this booking visit: https://reading-ac.libcal.com/equipment/cancel?id=cs_817yl2hM

University of Reading

University of Reading / LibCal / Cancel Booking

LibCal: Cancel Booking

Click on the 'Cancel Booking' button to cancel an individual booking or the 'Cancel All Bookings' button to cancel all. Note that there is no additional confirmation step so please proceed carefully.

	Item	Category	From	To	
	Room 112	Group Study Room	12:00 Wednesday 21 September 2022	14:00 Wednesday 21 September 2022	Cancel Booking

Cancel All Bookings

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Report a tech support issue.
Dashboard / Logout
English