

## 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>.

### Study space

- Library study areas
- **Book a group study room**

### Information for...

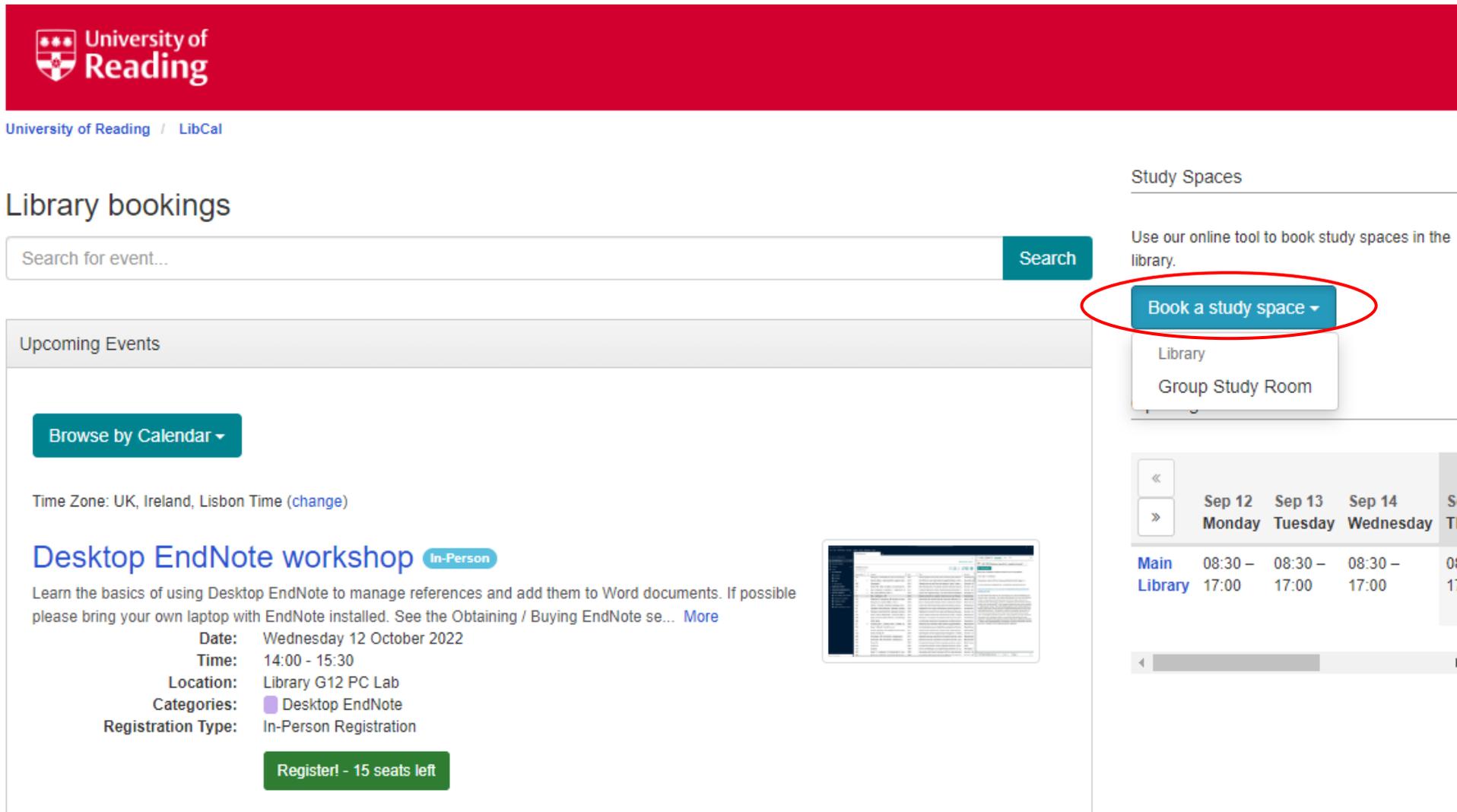
...**specific groups** including new students, staff, users with disabilities, the public.

### Site index

Use our Site index to help you find your way around our website.



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



The screenshot shows the University of Reading LibCal website. At the top left is the University of Reading logo. Below it is the breadcrumb 'University of Reading / LibCal'. The main heading is 'Library bookings'. There is a search bar with the placeholder 'Search for event...' and a 'Search' button. Below the search bar is a section for 'Upcoming Events'. The first event is 'Desktop EndNote workshop' with an 'In-Person' tag. The event details are: Date: Wednesday 12 October 2022, Time: 14:00 - 15:30, Location: Library G12 PC Lab, Categories: Desktop EndNote, and Registration Type: In-Person Registration. A green button indicates 'Register! - 15 seats left'. On the right side, there is a 'Study Spaces' section with the text 'Use our online tool to book study spaces in the library.' Below this text is a blue button labeled 'Book a study space' which is circled in red. A dropdown menu is open below this button, showing 'Library' and 'Group Study Room' options. At the bottom right, there is a calendar view for September 12-14, 2022, with a table showing booking times for 'Main' and 'Library' spaces.

University of Reading

University of Reading / LibCal

## Library bookings

Search for event... **Search**

### Upcoming Events

**Browse by Calendar**

Time Zone: UK, Ireland, Lisbon Time ([change](#))

### Desktop EndNote workshop In-Person

Learn the basics of using Desktop EndNote to manage references and add them to Word documents. If possible please bring your own laptop with EndNote installed. See the [Obtaining / Buying EndNote se...](#) [More](#)

**Date:** Wednesday 12 October 2022  
**Time:** 14:00 - 15:30  
**Location:** Library G12 PC Lab  
**Categories:** Desktop EndNote  
**Registration Type:** In-Person Registration

**Register! - 15 seats left**

### Study Spaces

Use our online tool to book study spaces in the library.

**Book a study space**

- Library
- Group Study Room

	Sep 12 Monday	Sep 13 Tuesday	Sep 14 Wednesday	Sep 15 Thursday
<b>Main</b>	08:30 – 17:00	08:30 – 17:00	08:30 – 17:00	08:30 – 17:00
<b>Library</b>	17:00 – 21:00	17:00 – 21:00	17:00 – 21:00	17:00 – 21:00

**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.



University of Reading / LibCal / Search Spaces / Search Spaces - Library

## Search Spaces - Library

*If you want to check the availability of a specific room, you can do that here.*

Search by Time   **Search by Space**

**Category**  
Group study room

**Capacity**  
All Spaces (not seats)

**Zone**  
Show All

**Date**  
15/09/2023

**From** 10:00   **Until** 12:00

Accessible Seat/Space  
 Power Available

Search

▼ Description

Study rooms where groups can discuss their work. Click on one of the available slots on the grid to book. The default booking duration is 2 hours. If you wish to book for 1 hour only, you can do so from the drop-down menu that appears below. Note that each user can only make one booking per day.

*Click here if you want to filter rooms by capacity.*

*Click here to change the date of your booking. You can book up to 1 week in advance.*

*The maximum duration of each booking is 2 hours, which will be selected by default, but you can change this down to 1 hour if you wish.*

**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.



University of Reading / LibCal / Search Spaces / Search Spaces - Library

## Search Spaces - Library

Search by Time | Search by Space

**Category**  
Group study room

**Capacity**  
All Spaces (not seats)

**Zone**  
Show All

**Date**  
15/09/2023

**From** 11:00 **Until** 13:00

Accessible Seat/Space  
 Power Available

Search

### Description

Showing 8 matches, 11:00 - 13:00, 15/09/2023

 **Room 113** ← Click on the room number to check availability.  
Group study room | 1st Floor

6 icons

Book Now

 **Room 114**  
Group study room | 1st Floor

6 icons

Book Now

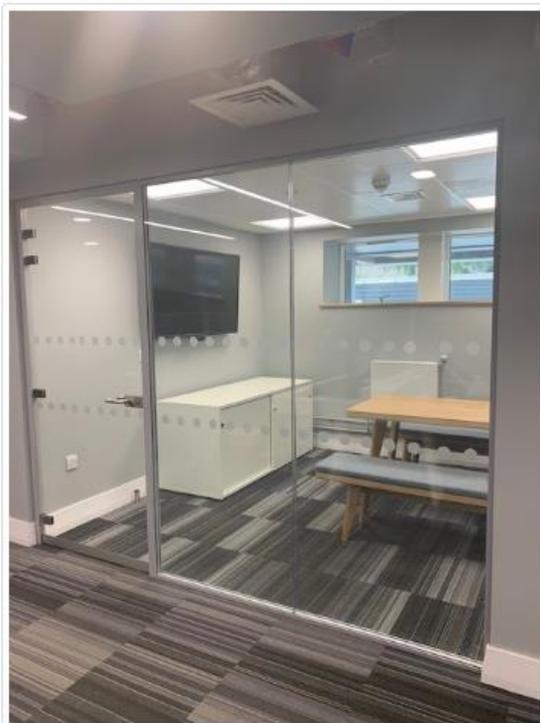
 **Room 117**  
Group study room | 1st Floor  
Previous Booking Ends at 11:00

4 icons

Book Now

Click here to go straight to the booking details page.

## 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.

Space	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
Room 111 (Capacity 6)  								Available	Your Booking	Your Booking	Available	Available	Available	Available			

 Available    Your Booking    Unavailable/Padding

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](#) / [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]

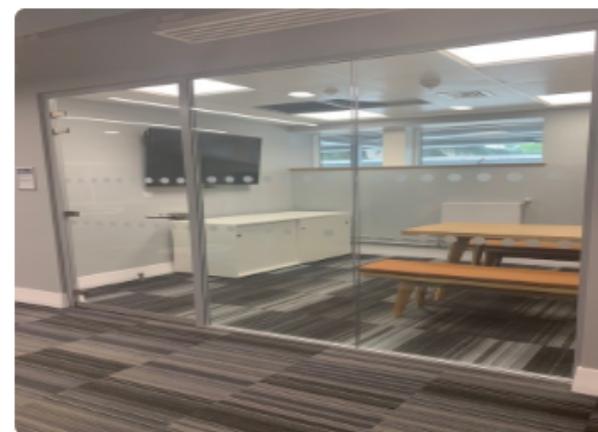
Email

[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](https://reading-ac.libcal.com/equipment/cancel?id=cs_817yl2hM)



[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	<a href="#">Cancel Booking</a>

[Cancel All Bookings](#)

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English ▼