Booking a study room

There are eight bookable group study rooms on the 1st 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 six 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 four 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 the Library 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 Space Availability page, where you can select the room and time that you want to book by selecting a green slot on the grid.

- **Click on the drop-down to filter rooms by capacity.**
- **Click on the arrows to change the date of your booking. You can book up to one week in advance.**
- **Click on the blue Info button to see a photo of each room and any additional information.**
- **The maximum duration of each booking is two hours, which will be selected by default, but you can change this down to one hour if you wish by clicking on this drop-down.**
- **If you change your mind and want to select a different time slot, click on the dustbin to delete your selection.**
Step 4: Once you submit your times, 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Category</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 112</td>
<td>Group study room</td>
<td>12:00 Wednesday 21 September 2022</td>
<td>14:00 Wednesday 21 September 2022</td>
</tr>
</tbody>
</table>

Fill out this form to complete the booking.

- **Full Name**
- **Email**

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 5**: You will receive a confirmation email to your University email address, followed up by a reminder email 4 hours prior to the booked time slot. If you wish to cancel your booking, click on the link in the email.

Hi [Name]

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)