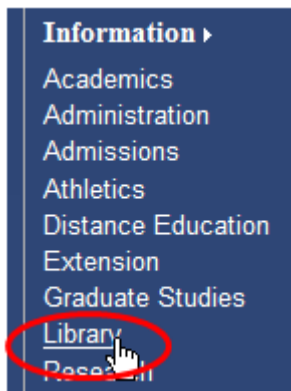


Reserving a Group Study Room



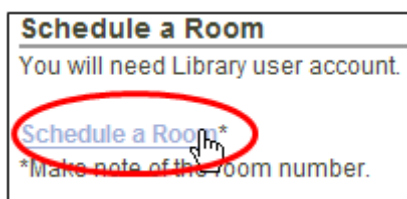
1. Go to the library home page, either by clicking the **Library** link on the home page or by typing the address library.usu.edu.



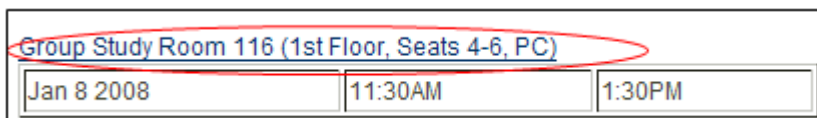
2. Click **Study Rooms**.



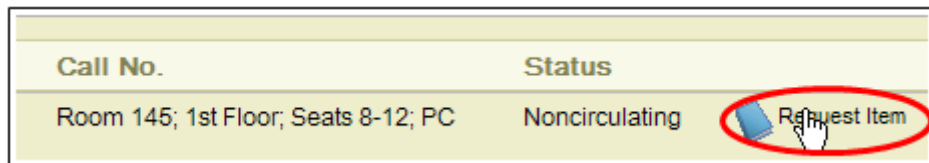
3. Click **Schedule a Room**.



4. Scroll through the list of rooms to find one that fits your needs and is not scheduled for the time you need it. For example, let's say you need a room today at 5 p.m., with a computer for your group of five. Room 116 fits your requirements and is currently only scheduled today from 11:30 – 1:30 p.m. Click the hyperlinked room number.



5. From the resulting page, click **Request Item**.



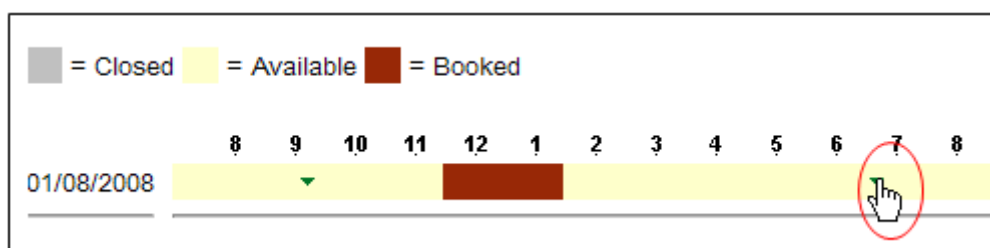
For more help:

Phone 797-2678 ■ Email library.help@usu.edu

IM Yahoo: usulibrary ■ AIM: usulibraries ■ MSN: usulibrary@hotmail.com

- You will be asked to login to the Online Catalog. If you have not yet registered for an account in the catalog (unfortunately, this is a different login than your Banner or Interlibrary Loan login), you will need to click **register as a new Information Portal user**. Once you have an account in the catalog, enter your username and password.

- Red blocks indicate the times when the room is currently reserved. Click on the green arrow near your desired time to access a drop-down menu.



- Rooms may be reserved for two hours at a time. Select a time period you want your reservation to start and to end from the drop-down boxes.

- Click **Book Item**.

10. You will receive a confirmation of your reservation, listing the room number and the times of your reservation. Click **Log out**.

Your booking has been successfully placed

Group Study Room 145 (1st Floor, Seats 8-12, PC)

Item was booked at:	me
Item will be available on:	12/20/2007
Item will be available at	2:00 PM
Item will be available until:	4:00 PM

[Return to Searching](#) [Log out](#)

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