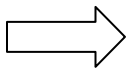


How do I . . .

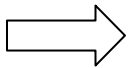
Book a Group Study Room

How to: Reserve a group study room in the Library for group work

Why? Because you want a comfy space to work as a group and if you don't book the room, you can be asked to move



Go to the library catalog (<http://library.simmons.edu>) and select *Group Study Rooms* from the list on the left side

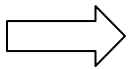


Select the type of room your group needs:

Network Access Only - six seats, two network connections, 4 electrical outlets, whiteboard, wireless internet

DVD/VHS/LCD TV – everything above plus a DVD player with CD capability, VCR, Cable TV, LCD Television for projection, and fixed video cameras

Recorders/Projectors – everything above plus a projector



Select *Book this Material*. You will be asked to log in. Use your regular Simmons User Name and Password.

STEP 1: Select the beginning date and time

STEP 2: Select the room

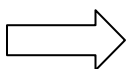
Note: Before selecting a room, take a look at the Current Bookings since that will tell you when the room has already been booked by another group

STEP 3: Select ending date/time

Note: The system defaults to 3 hours if the room is available for the next 3 hours. If not, the system will default to booking the room for the amount of time for which it is available.

STEP 4: Print this page or note the room number for your future reference

STEP 5: Notify the circulation staff of your room number when checking in for your reservation



Make sure you go to the Circulation Desk to check out your room. If you do not check out the room from the Circulation Desk, your reservation will be held only for fifteen minutes. If you do not check out the room within 15 minutes, that room will be available for another group.

HOW TO CANCEL YOUR BOOKING:

1. Go to library.simmons.edu and select Account log-in on the left side of the screen
2. You will be asked to log in. Use your regular Simmons User Name and Password.
3. On the left side of the screen, click on the link that says ***Items booked for future use.***
4. A list of all your bookings and held items will appear.
5. Click the checkbox next to the reservation that you wish to cancel and click "cancel selected."

If you have any difficulties in booking a room, contact the Circulation Desk at 617-521-2786