

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>.

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**.



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 19 Monday	Sep 20 Tuesday	Sep 21 Wednesday	Sep 22 Thursday
Main Library	Closed	08:30 – 19:00	08:30 – 19:00	08:30 – 19:00

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.



University of Reading / LibCal / Space Availability - Library

Location Category Capacity

Click on the drop-down to filter rooms by capacity.

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.

Wednesday 21 September 2022

Click on the arrows to change the date of your booking. You can book up to one week in advance.

Go To Date

*Click on the blue **Info** button to see a photo of each room and any additional information.*

Space	: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	20:00	21:00	22:00	23:00
Info Room 110 (Capacity 6)					█	█	█	█	█	█	█	█	█	█					
Info Room 111 (Capacity 6)					█	█	█	█	█	█	█	█	█	█					
Info Room 112 (Capacity 6)					█	█	█	█	█	█	█	█	█	█					
Info Room 113 (Capacity 6)					█	█	█	█	█	█	█	█	█	█					
Info Room 114 (Capacity 6)					█	█	█	█	█	█	█	█	█	█					
Info Room 115 (Capacity 4)					█	█	█	█	█	█	█	█	█	█					
Info Room 116 (Capacity 4)					█	█	█	█	█	█	█	█	█	█					
Info Room 117 (Capacity 4)					█	█	█	█	█	█	█	█	█	█					

█ Available █ Your Booking █ Unavailable/Padding

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.

Room 112: 12:00 Wednesday 21 September 2022 until...

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.



Booking Details

Item	Category	From	To	
	Room 112	Group study room	12:00 Wednesday 21 September 2022	14:00 Wednesday 21 September 2022 <input type="button" value="Remove"/>

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

Fill out this form to complete the booking.

Full Name

Email

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 [REDACTED],

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](#) / [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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