How to reserve a library Group Study Room online:

1. Choose “Book a Study Room” from the library’s web page
2. Login with username and password (If you have not yet registered to use the system, choose “Register for an account”). SELECT “Horrmann Library – Group Study Rooms” before logging in.

Make sure to check “Horrmann Library – Group Study Rooms” before clicking the Log In button.
3. Click an available start time for one of the 4 rooms to make an appointment (Note: available appointment slots will show in WHITE.) The current day always displays at the top.

4. Enter the appointment start and end time, and type your full name in the “Name of student reserving room” box. Then click “Create Appointment”.

Choose start and end time (2 hour maximum per appointment, 1 maximum appointment per day).

Enter your name in box
5. Once you make the appointment, it will show up in color on the calendar, and you will get an email confirmation. If you click on your appointment time, the reservation details will show, and you can edit or cancel if needed.

If you need to edit or cancel the appointment, use the buttons at the bottom.