How to Book a Study Space Guide

Our libraries and library-managed spaces are partially open for individual silent study. All PCs and Study Spaces must be pre-booked via our booking system. Spaces are bookable up to two days in advance but must be made in advance of entry. Bookings default to 1-hour slots but users can increase this up to 9 hours per day.

Please note, face coverings are mandatory when entering any building on campus. In the Library you must wear a face covering at all times, even when seated at your booked desk.

You can find the step-by-step guide on how to book a study space below.

If you require any further assistance, please contact us at library@qmul.ac.uk

Step 1: Library Website Link

Search for ‘QMUL Library’ in your internet browser to first navigate to our Library website (https://www.qmul.ac.uk/library). Once you have navigated to the homepage, click on the link for ‘Book a study space’.

Figure 1: Library Website Main Page
**Step 2: Select a Library-Managed Space**

You should be able to see an overview of the study spaces available to book. Please use the links at the bottom of the screen to select which library-managed space you would like to book for.

![LibCal Overview of Study Spaces](image)

**Figure 2: LibCal Overview of Study Spaces**

**Step 3: Book a Study Space**

Using the dropdown lists at the top, select the location of where you would like to book a study space within the chosen Library.

![Selecting Location and Category](image)

**Figure 3: Selecting Location and Category**
Step 4: Finding an available Study Space

Scroll down to the bottom of the screen to find a study space. Available study spaces will be highlighted in blue, and unavailable study spaces in red. Additional symbols will indicate power supply and height adjustable desks.

If there is no slot available on the date and time you wish to book please check another area from the Category drop down list. You can use the arrow buttons under the date to move through the days on the calendar to find available slots.

Step 5: Your Booking

Once you have selected your preferred study space time, your slot will be highlighted in yellow. Please use the drop down list at the bottom of the screen to select how long you would like to use the study space for.
Step 6: Submitting Your Booking

Once you are happy with your booking times, scroll down and click on the button titled ‘Submit Times’.

![Submit Times Button](image)

Step 7: Identity Check

To confirm your booking, please insert your QMUL IT credentials. Your credentials are the same as your QMPlus log in details (e.g. username: ab12345 and your password).

![Identity Check](image)
**Step 8: Accept Terms and Conditions**

You will be prompted with a screen outlining your booking details and the terms and conditions. Once you have read the terms and conditions, scroll to the bottom and click ‘continue’.

![Figure 8: Terms and Conditions](image)

**Step 9: Finalise Your Booking**

To complete your booking, please provide the required details onscreen and click on the ‘Submit my booking’ button. An email confirmation will be sent to your QMUL email and will include a link to cancel your booking.

Please note, spaces are monitored by security staff and you may be asked to provide your booking reference upon arrival to the Library.

![Figure 9: Submission](image)