

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 to suit.

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'.

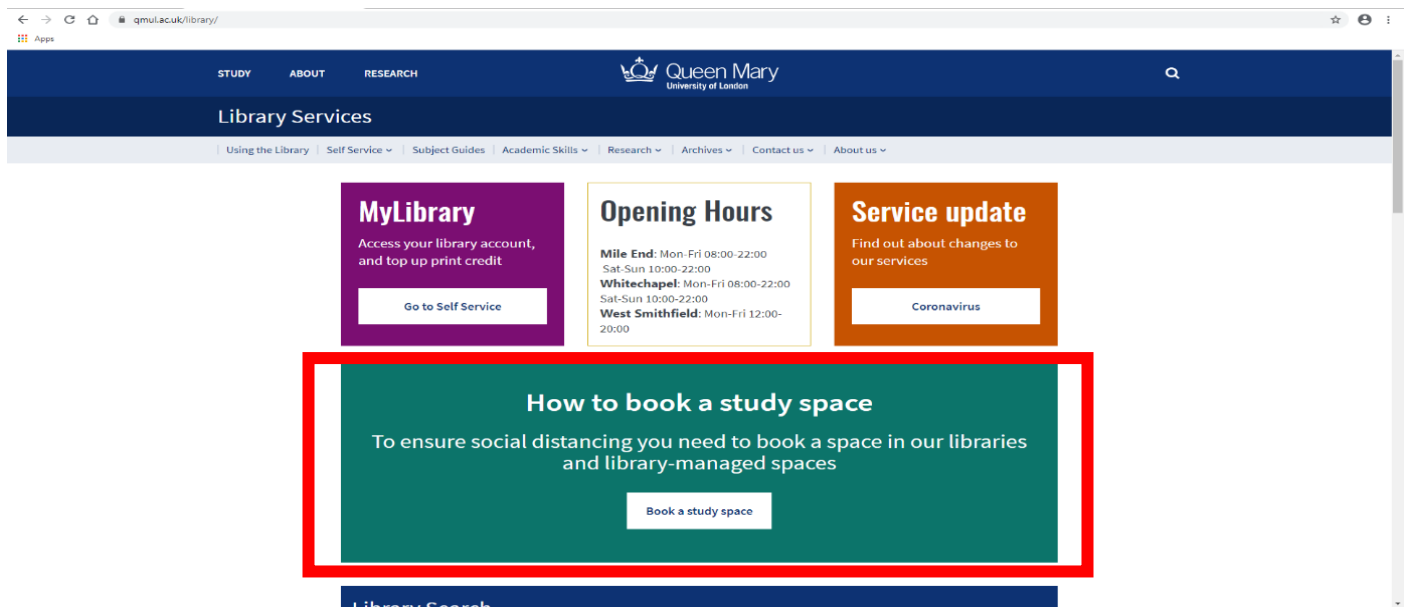
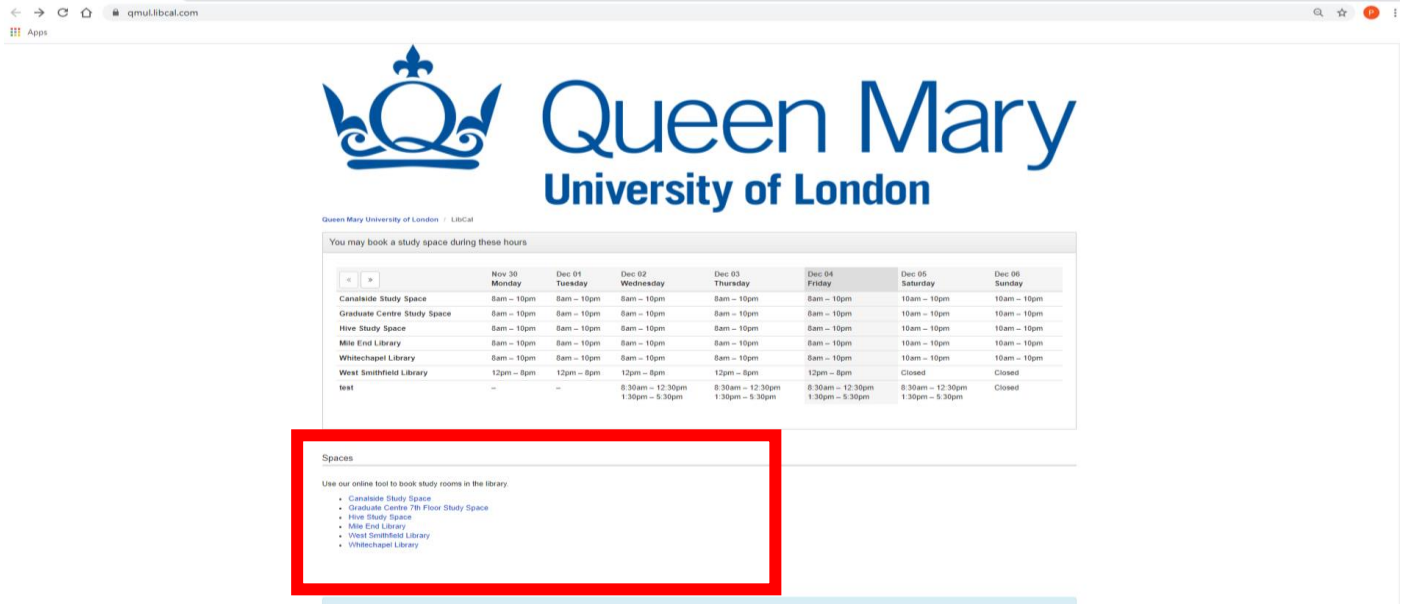


Figure 1: Library Website Main Page

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.



Queen Mary University of London / LibCal

You may book a study space during these hours

	Nov 30 Monday	Dec 01 Tuesday	Dec 02 Wednesday	Dec 03 Thursday	Dec 04 Friday	Dec 05 Saturday	Dec 06 Sunday
Canal-side Study Space	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	10am – 10pm	10am – 10pm
Graduate Centre Study Space	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	10am – 10pm	10am – 10pm
Hive Study Space	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	10am – 10pm	10am – 10pm
Mile End Library	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	10am – 10pm	10am – 10pm
Whitechapel Library	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	10am – 10pm	10am – 10pm
West Smithfield Library	12pm – 6pm	12pm – 6pm	12pm – 6pm	12pm – 6pm	12pm – 6pm	Closed	Closed
Test	--	--	8:30am – 12:30pm 1:30pm – 5:30pm	8:30am – 12:30pm 1:30pm – 5:30pm	8:30am – 12:30pm 1:30pm – 5:30pm	8:30am – 12:30pm 1:30pm – 5:30pm	Closed

Spaces

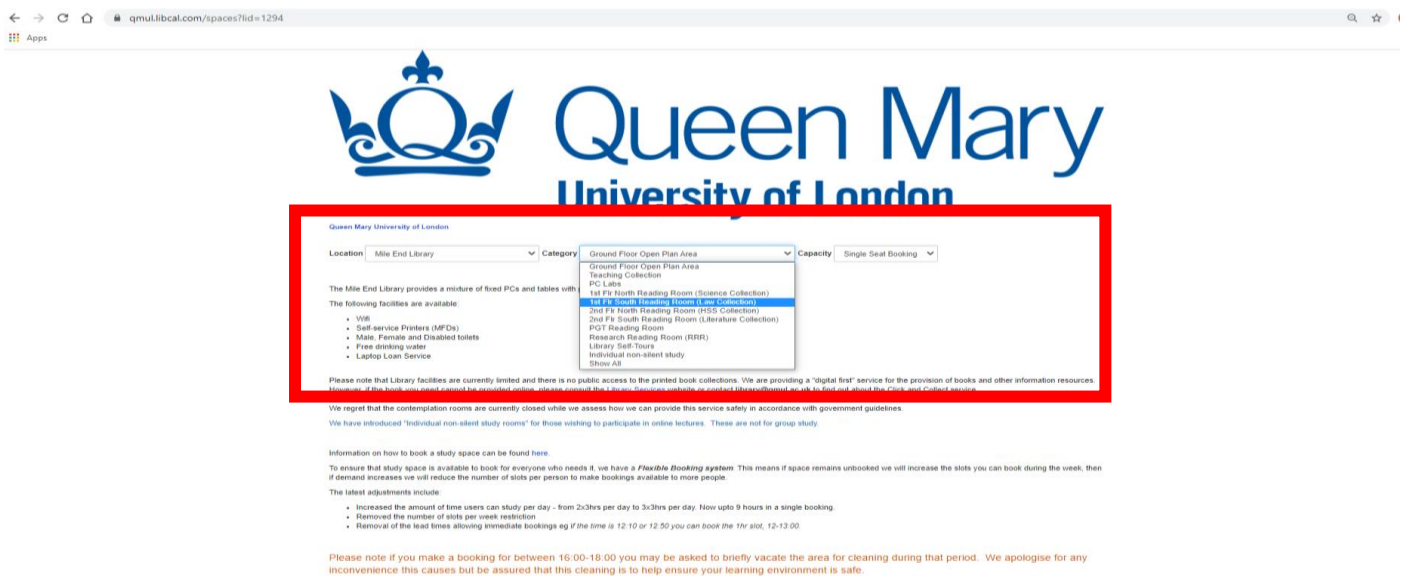
Use our online tool to book study rooms in the library:

- Canal-side Study Space
- Graduate Centre 7th Floor Study Space
- Hive Study Space
- Mile End Library
- West Smithfield Library
- Whitechapel Library

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.



Queen Mary University of London

Location: Mile End Library Category: Ground Floor Open Plan Area Capacity: Single Seat Booking

The Mile End Library provides a mixture of fixed PCs and tables with:

- WiFi
- Self-service Printers (MFDs)
- Male, Female and Disabled toilets
- Free drinking water
- Laptop Loan Service

Please note that Library facilities are currently limited and there is no public access to the printed book collections. We are providing a "digital first" service for the provision of books and other information resources. However, if the book you need cannot be provided online, please contact the library services outside of normal library opening hours at Mile End, 020 7546 6100, and contact details.

We regret that the contemplation rooms are currently closed while we assess how we can provide this service safely in accordance with government guidelines.

We have introduced "Individual non-student study rooms" for those wishing to participate in online lectures. These are not for group study.

Information on how to book a study space can be found here.

To ensure that study space is available to book for everyone who needs it, we have a *flexible booking system*. This means if space remains unbooked we will increase the slots you can book during the week; then if demand increases we will reduce the number of slots per person to make bookings available to more people.

The latest adjustments include:

- Increased the amount of time users can study per day - from 2x3hrs per day to 3x3hrs per day. Now upto 9 hours in a single booking.
- Removed the number of slots per week restriction.
- Removal of the lead times allowing immediate bookings eg if the time is 12:10 or 12:50 you can book the 1hr slot, 12-13:00.

Please note if you make a booking for between 16:00-18:00 you may be asked to briefly vacate the area for cleaning during that period. We apologise for any inconvenience this causes but be assured that this cleaning is to help ensure your learning environment is safe.

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.

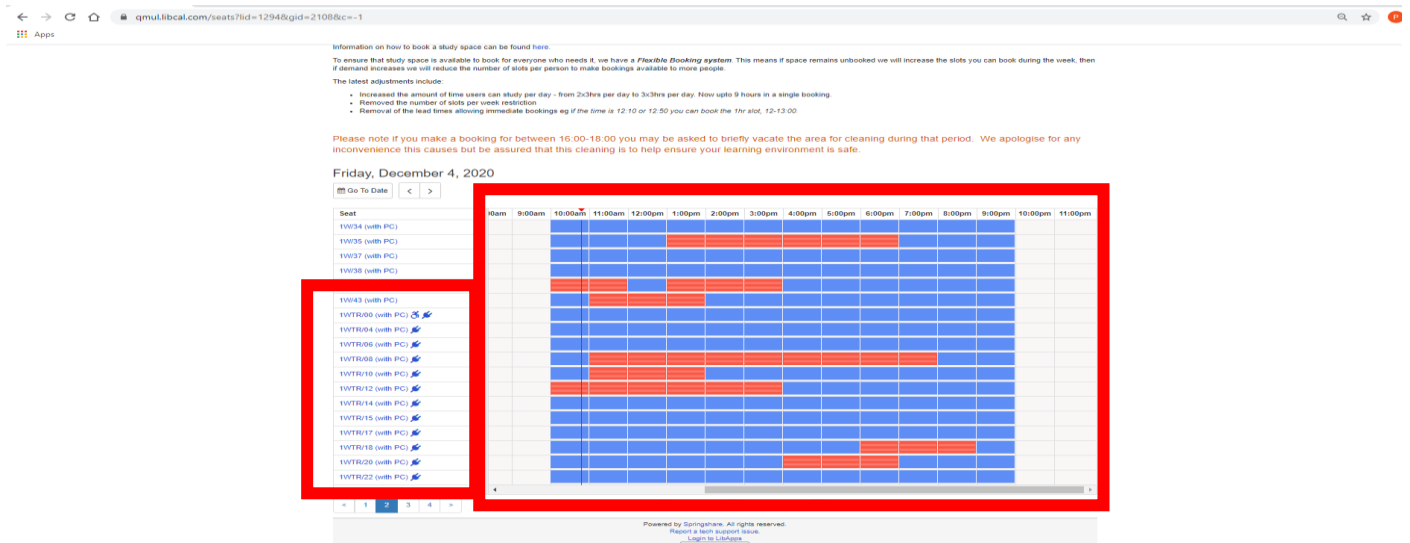


Figure 4: Selecting Location and Category

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.

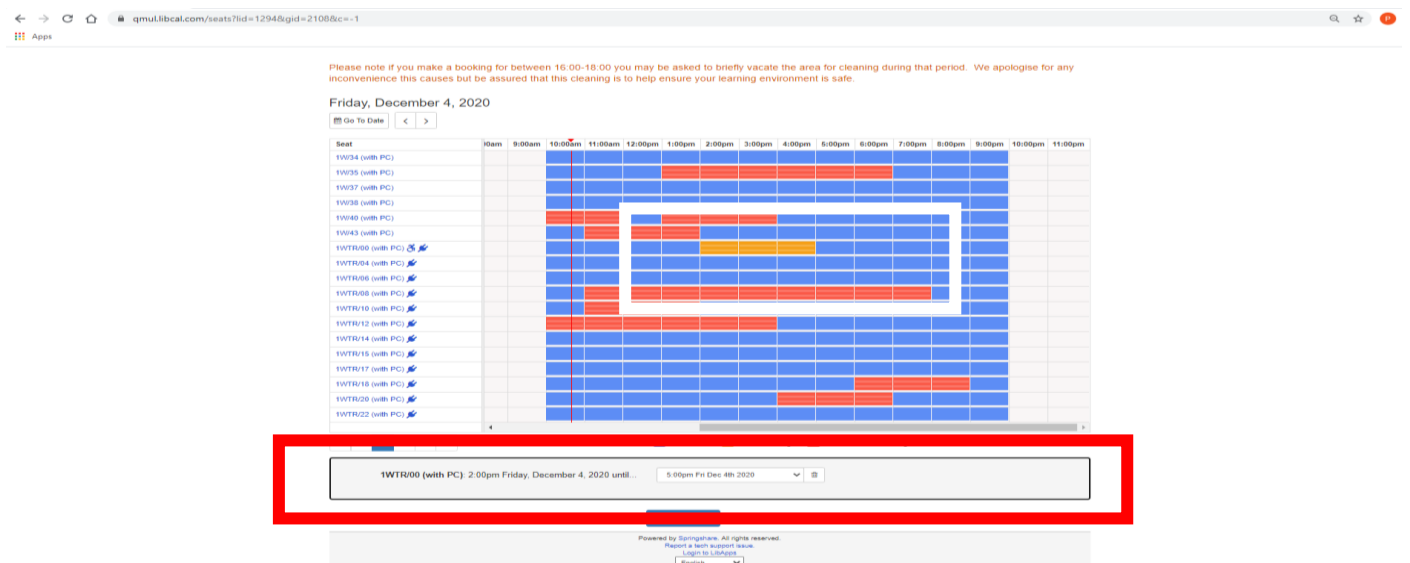


Figure 5: Selecting Your Booking

Step 6: Submitting Your Booking

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

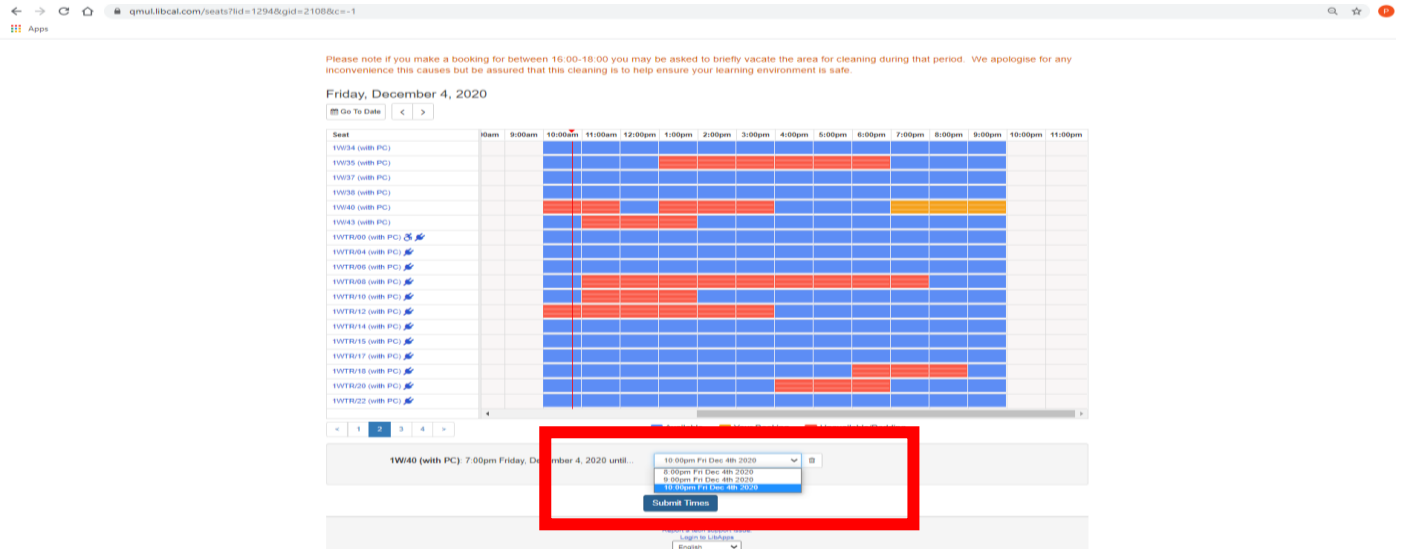


Figure 6: Submit Times Button

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).



Figure 7: Identity Check

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'.

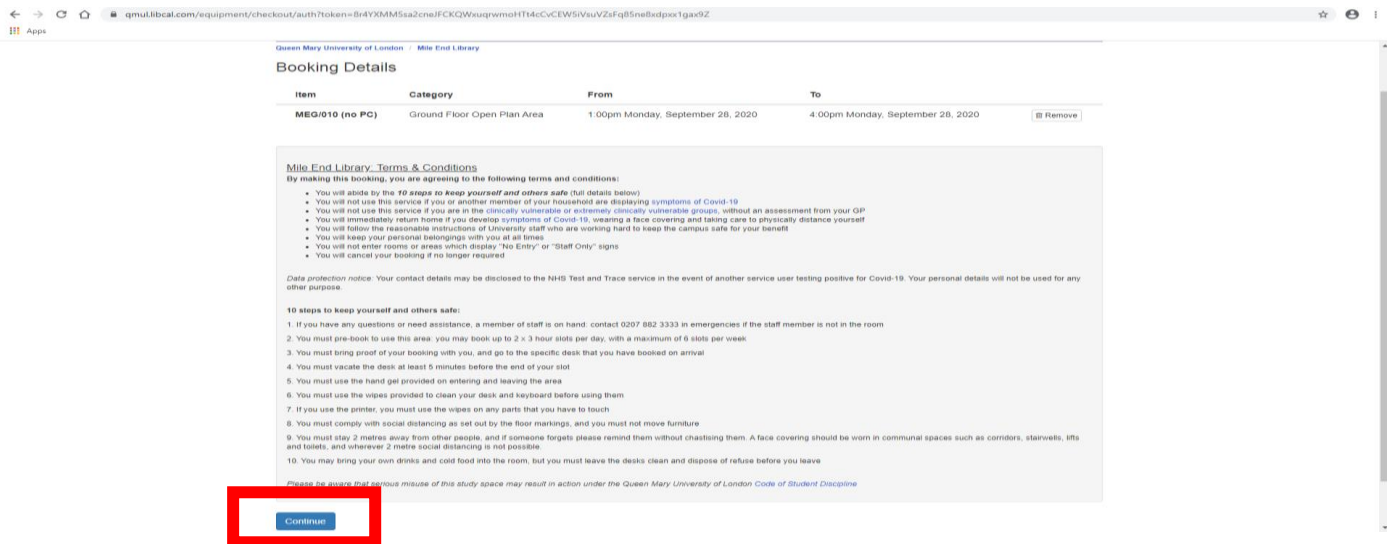


Figure 8: Terms and Conditions

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.

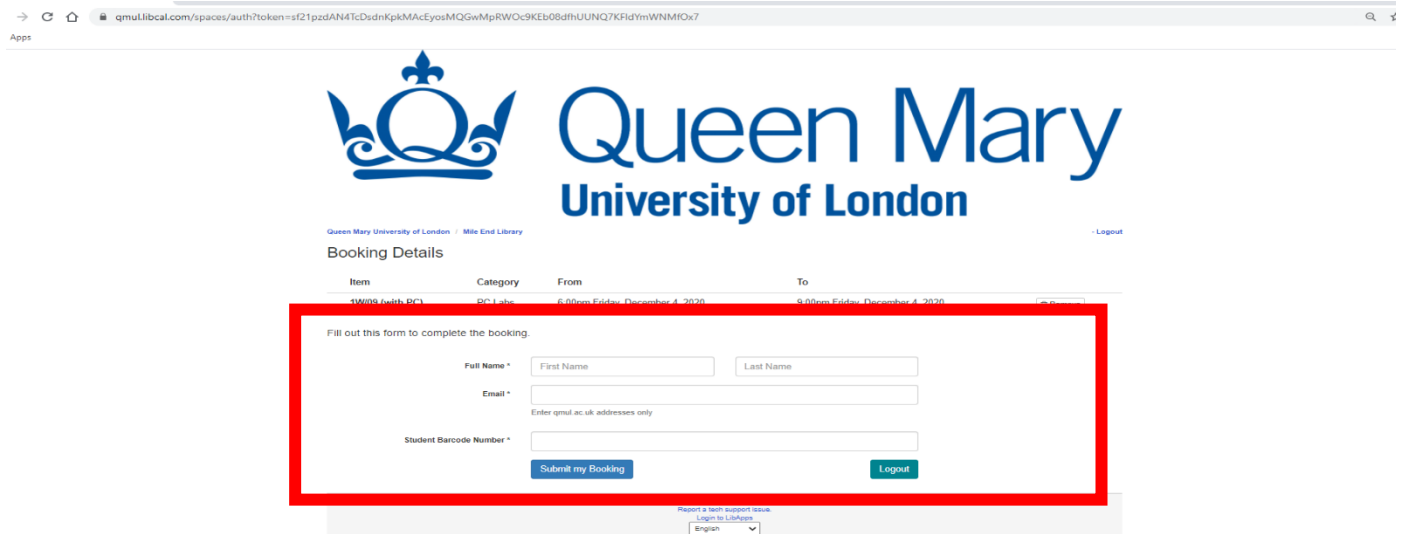


Figure 9: Submission