Book a group study room

1. Go to https://araacnz.libcal.com/reserve/

2. Select your location, either City campus or Timaru campus:

   Location: City Campus Library

3. Select the date you want, either using the Calendar or the arrows:

   Thursday, September 17, 2020

4. Select which room you want to book. You can see more information about each room and a map of its location by clicking the ‘Info’ button:

   - L204 Opotili (Capacity 4)
   - L206 Orari (Capacity 4)
   - L209 Rakahuri (Capacity 6)
   - L210 Waiau (Capacity 6)

5. Select the time you want to book. Available timeslots show in green, existing bookings in red, and the time you have selected in yellow:

6. Click ‘Submit Times’:

   Submit Times
Kā tautoko ako

Academic Support Services

7. Accept the Terms and Conditions of the booking by clicking ‘Continue’:

L210 Waiau: Terms & Conditions
These study rooms are for use by groups, not individuals. Individual quiet study is available on the rest of Level 2.
Each member of your group can book a room for one hour per day, up to three times per week.

Continue

8. Enter your name and your Ara student/staff email address (other email addresses are not accepted), then click ‘Submit my Booking’:

Full Name
Any

Email
abc123@arastudent.ac.nz

Submit my Booking

If your booking is not successful, you will see a red error message. If it is successful, you will see this message:

Thank you!
The following reservations were made:
City Campus Library
L210 Waiau: 10:00am - 11:00am, Wednesday, September 16, 2020
You will receive an email confirmation at abc123@arastudent.ac.nz.

Make Another Booking

Notes:

• Each group member can book for ONE hour per day.
• Each group member can book THREE hours per week, across all study rooms.
• You can make bookings up to two weeks in advance.

For further assistance

• Ask at the Library, Christchurch, Madras St. Campus
• Live chat with a Librarian during open hours via Asklive
• Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
• Email: library@ara.ac.nz

Get Set Up: September 2020