

## Book a group study room

1. Go to <https://araacnz.libcal.com/reserve/>
2. Select your location, either City campus or Timaru campus:

Location

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:

<input type="button" value="Info"/>	L204 Opihi (Capacity 4)
<input type="button" value="Info"/>	L206 Orari (Capacity 4)
<input type="button" value="Info"/>	L209 Rakahuri (Capacity 6)
<input type="button" value="Info"/>	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:

Thursday, September 17, 2020							
1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8
Available	Available	Available	Available	Available	Available	Available	
Available	Available	Available	Booked	Booked	Available	Available	
Available	Booked	Booked	Available	Available	Available	Available	
Available	Available	Available	Selected	Available	Available	Available	

6. Click '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|

Student

Email \*

abc123@arastudent.ac.nz

Enter @arastudent.ac.nz and @ara.ac.nz addresses only

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](mailto:library@ara.ac.nz)