

## Book a group study room

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

Location

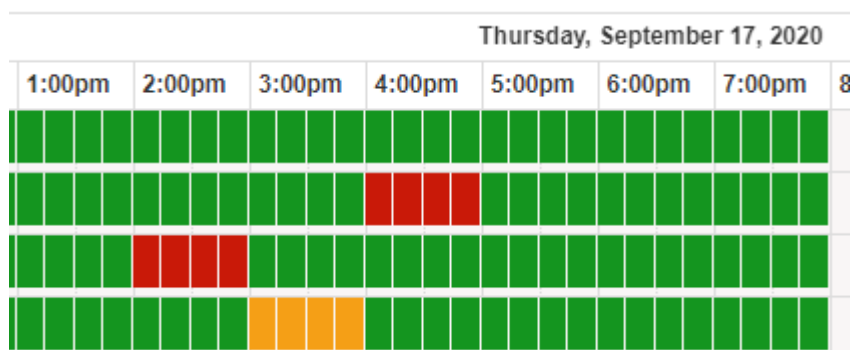
3. Select the date you want, either using the Calendar or the arrows:

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:

- L204 Opihi (Capacity 4)
- L206 Orari (Capacity 4)
- L209 Rakahuri (Capacity 6)
- L210 Waiiau (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':

## 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)