Booking a Study Room in the Perry Library

There are eleven Group Study rooms located throughout the Perry Library plus 4 Assistive Technology rooms (ATR).

The Assistive Technology rooms are reserved for students who are registered with the Disability and Dyslexia Service (DDS)

Booking a Room

Students can book rooms themselves online.

To book a room, type the following into the address bar of your browser:

Go.lsbu.ac.uk/roombookings

There is also a link to the room booking site on the home page of the Library website:

Go.lsbu.ac.uk/library

Each student can book a Group Room for up to a maximum of 2 hours per day.

Assistive Technology Rooms can be booked for up to 3 hours per day, with a maximum of 6 hours per week. For further information, please see the booking page online.
Booking a Study Room in the Perry Library

All rooms are available to book from **10am - 7pm on weekdays**, and **10am - 5pm at weekends**. Outside these times rooms are available for use on a first-come first-served basis.

All rooms can be booked up to 14 days ahead.

1. Click on **Location** and select either:
   - Bookable Group Study Rooms or Assistive Technology Rooms.

2. Click on **Go to Date** and select the date on which you would like to book the study room.

3. You will now be shown availability for the date and locations you have selected. Only green squares are currently available for booking. Red squares have already been booked.

If there are no rooms available when you want, you can scroll through the date with the arrows next to **Go to Date**
4. Select the time slot you want by clicking on the green square.
   The booking details will appear below the time slots.

   ![Booking Details]

   Check the details and select another time slot if required.
   Click **Submit Times** in order to save your booking.

5. You will be redirected to the sign in page.
   Enter your LSBU username and password.
   Click **Login**.

6. The first time you book a study room, you will see this screen.
   Click **Accept** to ensure that you are not asked this again every time you book a study room.
7. You will now see your booking details. Check them carefully, you can still **Remove** a booking if you change your mind. Click **Continue**

8. Last chance to check the details of your booking. If you want to continue, click on **Submit my Booking**

9. Booking complete! You will see confirmation of your room booking. Choose to **Make Another Booking** or to **Logout**.
A confirmation email will be sent to your LSBU email account.

Please remember the following conditions when booking a room:

- Only currently enrolled students are able to book rooms
- Rooms can be booked up to 14 days in advance
- Glass door panels in all rooms must be kept uncovered at all times
- Rooms should be vacated promptly at the end of your booking
- Ensure the room is left clean and tidy, throw your rubbish in a bin
- If you find the room messy or with broken equipment, please report it to a member of staff.

For further information and support contact:
Student IT Support
Tel: 020 7815 6678
Email: llr-ithelpdesk@lsbu.ac.uk
Visit: 1 West, Perry Library

Produced by LLR 10/02/2020