Booking a Study Room in the Perry Library

You can now book study rooms for group work. There are eleven 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

You can also use one of the links on our Perry Library and Student IT Support webpages:

You can book up to a maximum of 2 hours per day and up to 14 days ahead.

Assistive Technology rooms can be booked up to a maximum of 3 hours per day and up to 14 days ahead. Please see further information on the booking page regarding eligibility.

These rooms are available to book from 10am - 7pm on weekdays, and 11am - 5pm at weekends. Outside these times rooms are available for use on a first-come first-served basis.
From the drop down menu, choose either the Perry Library Rooms or Assistive Technology rooms.

Select the date on which you would like to book the study room.

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.

Select the time slot you want by clicking on the green square.
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The booking details will appear below the time slots.

Check the details and select another time slot if required.

Click **Continue**. Then click **Submit Time slots** in order to save your booking.

You will be redirected to the sign in page.

Enter your LSBU username and password.

Click **Login**.
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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.

On the next screen, if you are happy with the booking, click **Submit my Booking**.
A confirmation email will be sent to your LSBU email account.

You can now click Log Out to exit the Room Bookings system.

You will receive an email to confirm your booking.
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Please remember the following conditions when booking a room.

- Only currently enrolled students are able to book rooms
- Only 2 one hour slots can be booked per person per day
- Rooms can be booked up to 14 days in advance
- Vision panels in all rooms must be kept uncovered at all times
- Rooms should be vacated promptly at the end of your booking

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

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