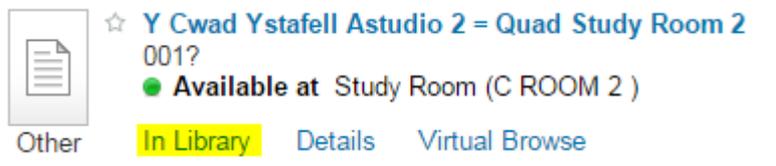


# Placing and managing Study Room bookings

## Placing a booking

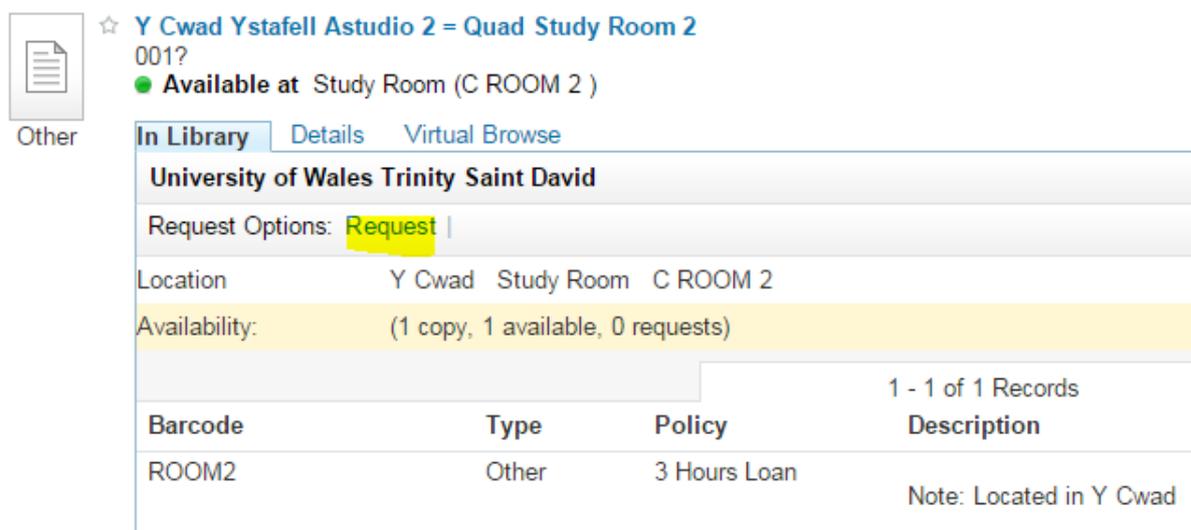
1. Click on the button next to the study room you would like to book.
2. Click **In Library** tab to view details of the room booking.



3. If you haven't already done so, you will need to **Sign In** at this point, using the link in the top corner of the screen.

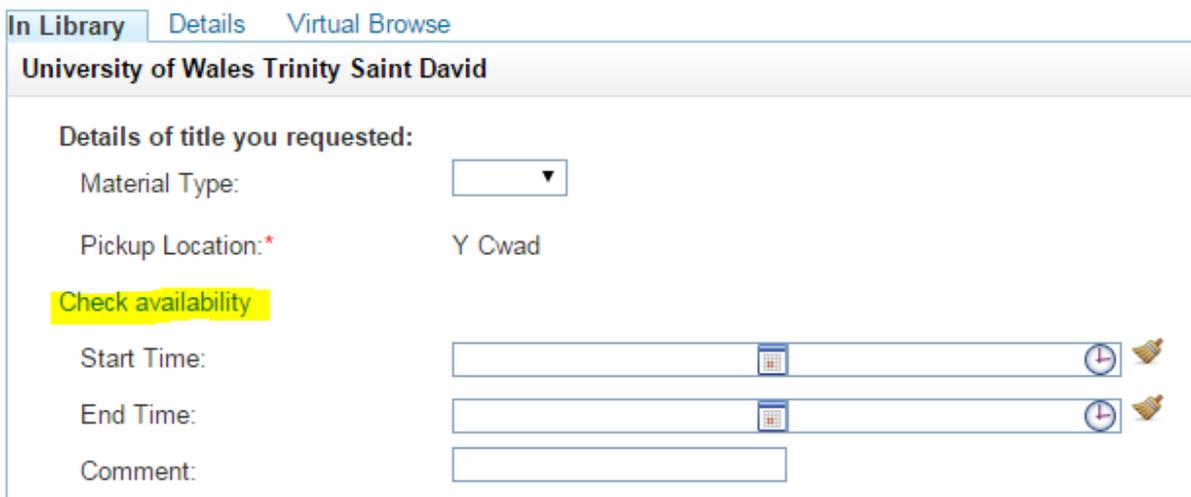


4. Once signed in, you should see the option to **Request** a booking for the study room. If you do not see the **Request** link, you may not be eligible to book rooms, or there may be a problem with your Library account.



Barcode	Type	Policy	Description
ROOM2	Other	3 Hours Loan	Note: Located in Y Cwad

5. You can now select start and end dates and times for your booking. You can use the **Check availability** link to view a calendar showing the availability of the room.



- The calendar will open in a new browser window. Red indicates when the room is unavailable due to existing bookings. Please note that at present it is not possible to click on the calendar to place a booking – this view is for information only.

1 Day		Week	
2016	Tue, Mar 15	Wed, Mar 16	Thu, Mar 17
8 am			
9 am			
10 am			
11 am			
noon			
1 pm			
2 pm			
3 pm			
4 pm			
5 pm			
6 pm			

- To place your booking, navigate back to the original browser window and complete the start and end date and times. You can click on the brush icon to erase the times if you make a mistake.

Start Time:     

End Time:     

Comment:

- Click the **Request** button.
- If your booking is successful, you will see the “**Request placed**” confirmation message.

[In Library](#) [Details](#) [Virtual Browse](#)

**University of Wales Trinity Saint David**

Request placed

[Refresh Services List](#)

10. If your booking is unsuccessful, you will see this error message.

[In Library](#) [Details](#) [Virtual Browse](#)

**University of Wales Trinity Saint David**

**No items can fulfill the submitted request.**

**Details of title you requested:**

Material Type:

Pickup Location:\* Y Cwad

[Check availability](#)

Start Time: 21/03/2016 15:00   

End Time: 21/03/2016 18:00   

Comment:

Possible reasons for the error include:

- Attempting to book the room during closed periods, or when it is already booked
- Attempting to book the room for too long
- Attempting to place back-to-back bookings for the same room
- Attempting to book a room for use within two days of your last booking
- Placing bookings too far in advance

Further information on the maximum booking period can be found on the Library and Learning Resources website.

## Checking and managing your bookings

1. You can check existing bookings by logging in to your Library account. Click **Sign In** using the link in the top corner of the screen.

Guest ☆ e-Shelf My Account **Sign in**

Home | A-Z E-Journals | Online Library | Help | English/Saesneg

2. Click **My Account** to view your Library account.

Bloggs, Joe ☆ e-Shelf **My Account** Sign out

3. By default, your Library loans will display. Click **Requests** to view requests, including any bookings.

e-Shelf | Queries | **My Account**

Loans (2)  
**Requests (5)**  
Fine & Fees  
Blocks & Messages  
Personal Settings

List of Active Loans | List of Historic Loans

#	Title
1	<input type="checkbox"/> Using everyday numbers effectively in research /
2	<input type="checkbox"/> Designing the user interface : strategies for effective human-computer interaction /

4. Here you can view a list of your bookings and also any hold requests on Library materials.

e-Shelf | Queries | **My Account**

Loans (2)  
**Requests (5)**  
Fine & Fees  
Blocks & Messages  
Personal Settings

List of Requests

#	Type	Title	Author	Status
01	Booking	Y Cwad Ystafell Astudio 3 = Quad Study Room 3		Not Started: Start Date 18/03/2016 10:00:00 GMT, End Date 18/03/2016 12:00:00 GMT
02	Booking	Y Cwad Ystafell Astudio 2 = Quad Study Room 2		Not Started: Start Date 17/03/2016 13:10:00 GMT, End Date 17/03/2016 15:00:00 GMT
03	Booking	Y Cwad Ystafell Astudio 2 = Quad Study Room 2		Not Started: Start Date 21/03/2016 11:00:00 GMT, End Date 21/03/2016 12:00:00 GMT

To cancel a booking, click the **Cancel** link in the Actions column next to the booking details.

#	Type	Title	Author	Status	Pickup Location	Location	Actions
01	Booking	Y Cwad Ystafell Astudio 3 = Quad Study Room 3		Not Started: Start Date 18/03/2016 10:00:00 GMT, End Date 18/03/2016 12:00:00 GMT	Y Cwad		<b>Cancel</b>