

How to Reserve Study Rooms in LibCal

Follow these instructions to make a room reservation at the Cullom-Davis Library using LibCal.

Step One: How to Find LibCal links

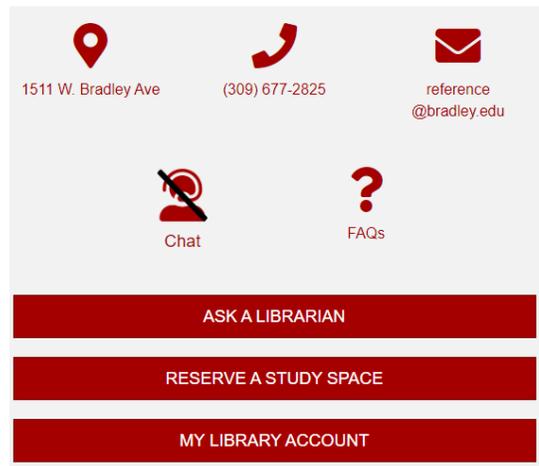
Use Bradley.libcal.com/r or scan the QR code here:



You can also find the links on the Cullom-Davis Library's main webpage in two places.

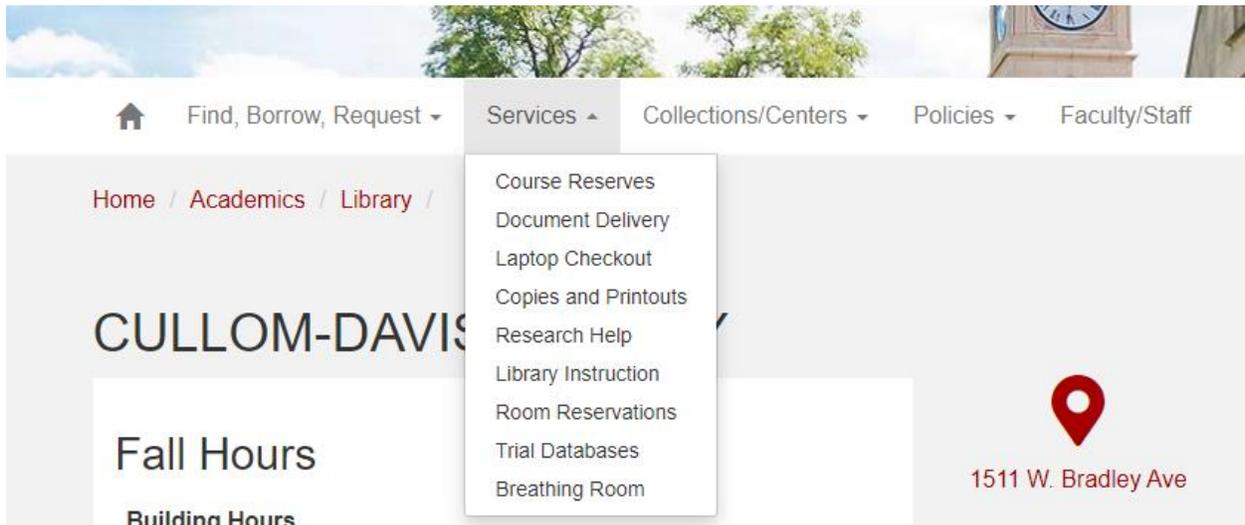
The first (and easiest) location is by scrolling down past the library's icon links to the red bar buttons on the right-hand side of the screen.

Find **"Reserve a Study Space,"** which is second from the top, underneath "Ask a Librarian." This link will take you directly to Bradley.libcal.com/r.



The second location is by using the navigation bar directly below the catalog search box.

Find **"Services,"** second from the left between "Find, Borrow, Request" and "Collections/Centers." In the drop-down menu, select **"Room Reservations,"** which is the seventh item on list.



Open **"Make a Library Room Reservation"** from the right-hand side with red link boxes. You will be taken to the reservation landing page.

Step Two: Reservation Landing Page

On this page, you will see the title “Space Bookings,” with three buttons in blue underneath. These options are “Reserve”, “Check In”, and “Check Out.” *The Library does not use the Check In/Out system, to check in for your reservation, you will show your Bradley ID to the Check Out Desk to receive your room key.*

Select “Reserve” to make a new reservation.

[Bradley University Library](#) / [LibCal](#) / [Space Bookings](#)

Space Bookings

What would you like to do today?

Reserve	Make a new reservation
Check In	Take possession of your reserved Space.
Check Out	Please check out when ready to leave.

Step Three: Checking Availability

The new reservation process starts by checking the room availability. You can set parameters for the room you would like to book. The page has the title “New Reservation”, below are a list of options with drop-down menus.

New Reservation

Location	<input type="text" value="Cullom-Davis Library"/>
Zone	<input type="text" value="Show All"/>
Category	<input type="text" value="Study Rooms"/>
Capacity	<input type="text" value="Space For 1-4 people"/>
Accessible	<input type="checkbox"/> An accessible space/seat is required.
Powered	<input type="checkbox"/> Power is required at the space/seat.
	Show Availability

Let’s go through each Option:

Zone: These are the levels/floors of the library. Default is ALL.

Category: Different types of rooms. Study Rooms are the small rooms with glass windows facing the library interior on each floor of the library. They can fit 1-4 people. Meeting Rooms are larger, for groups of 5 or more. There are three meeting rooms: 121, the Wyckoff Room, and 215.

Capacity: The number of people who can fit in each room. ***This is required information.***

There are additional parameters for accessibility and power. All of our study rooms have power outlets.

After picking your room options, **select Show Availability**. This will take you to a new page, with the rooms and available times.

Step Four: Making a Reservation

In the availability grid, you will see a row for each room and columns for each 15-minute increment. If the boxes are light blue, those times and spaces are available. If they are red, they are unavailable.

Thursday, January 19, 2023

Go To Date < >

Space	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Info 002 (Capacity 2)							
Info 003 (Capacity 2)							
Info 004 (Capacity 2)							
Info 005 (Capacity 2)							
Info 006 (Capacity 2)							
Info 104 (Capacity 4)							

Click on the box that represents the beginning or start of your reservation. This will move you down to the bottom of the page, where there is a new prompt:

002: 10:45am Thursday, January 19, 2023 until... 2:45pm Thu Jan 19th 2023

[Submit Times](#)

It will show the room number bolded, the start time you have picked, the date, and until... which leads to a drop-down menu of ending time options in 15-minute increments. **Select the time your reservation will end.**

You will only be able to reserve a room for up to 4 hours at a time. Once your end time is correct, click "Submit Times."

You will be sent to another page, with fillable boxes for your first and last name and email.

Fill out this form to complete the booking.

Full Name *

Email *

[Submit my Booking](#)

Fill in your name and email address, then click "Submit my Booking." Once clicked, your booking is confirmed and you will receive a confirmation email.

Reserving Meeting Rooms

Reserving a larger space for an organization or a larger study group? The steps for booking a Meeting Room are generally the same for a study room. **However, your meeting room reservation will not be automatically approved.** You will receive a separate confirmation email with the library staff's approval or refusal.

Start by changing your parameters from "Study Room" to "Meeting Room." For Capacity, pick one of the two options for groups: 9-12 or 13+. This will change which rooms you see.

New Reservation

Location

Zone

Category

Capacity

Accessible An accessible space/seat is required.

Powered Power is required at the space/seat.

Follow Step Four of "Booking a Study Room" to pick your times from the availability grid.

There are different booking questions for the Meeting Rooms:

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Full Name *

Email *

Number of People *

Organization Name (Type N/A if unaffiliated with an organization) *

Audio/Visual Equipment Needed * Projector
 Microphone (Wyckoff/125 Only)
 No Equipment Needed

Fill in the blanks, then click "Submit my Booking."

Look carefully at the top of the confirmation page, under "Thank You," you will see "The following bookings are now pending library approval." **You will receive a separate email with the library's decision.**

Bring your Bradley ID to the Library Check Out Desk to collect your room key at the beginning of your reservation.