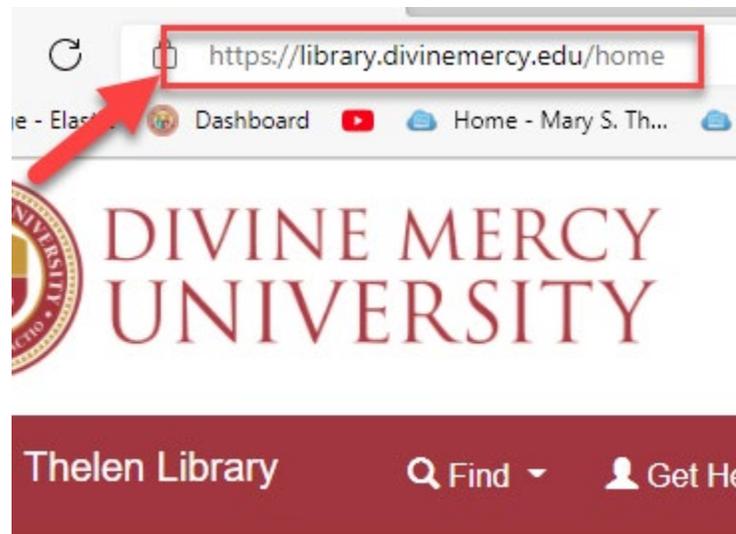


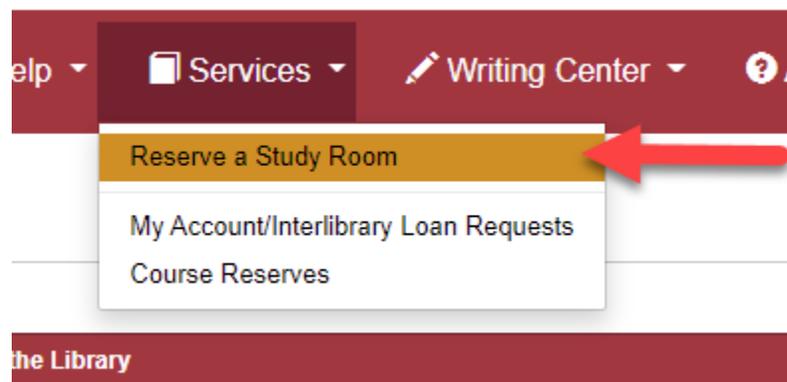
## Reserving a Study Room

The study room reservation feature is a feature that allows reservations to be made for the study room completely online. Note that only one person can make the actual reservation, and it needs to be someone with a DMU email.

Navigate to the library home page at <https://library.divinemercy.edu>. It is recommended that you make a bookmark or favorite of this page to facilitate future access. For help with making a bookmark or favorite, please contact the library.



Once there, you can either select the button on the main page, or you can select the link under the "Services" menu on the navigation bar.





### Clicking the “Reserve a Study Room Button”

Once clicked, this opens a pop-up window that gives available times in both study rooms. Check the box next to the time(s) of interest. If your preferred time is not there, then the time is not available. Then submit the times.

A screenshot of a pop-up window titled "Study Rooms". At the top, there is a dropdown menu set to "All Spaces (not seats)" and another dropdown menu set to "Tuesday, November 2, 2021". Below these is a section for "Study Room 1" with a "Capacity 2" label. A list of time slots is shown, each with an unchecked checkbox: 8:00am - 8:30am, 8:30am - 9:00am, 9:00am - 9:30am, 9:30am - 10:00am, 10:00am - 10:30am, 10:30am - 11:00am, 11:00am - 11:30am, 11:30am - 12:00pm, 12:00pm - 12:30pm, 12:30pm - 1:00pm, 1:00pm - 1:30pm, 1:30pm - 2:00pm, 2:00pm - 2:30pm, 2:30pm - 3:00pm, 3:00pm - 3:30pm, 3:30pm - 4:00pm, and 4:00pm - 4:30pm. At the bottom of the window is a blue button labeled "Submit Times".

After you submit the times, you will need to submit a reservation form with your name and Divine Mercy email address. Then you will need to submit the form. After you submit the form, you will need a staff member to make changes.

## Booking Details

- Study Room 1: 8:00am - 8:30am Tuesday, November 2, 2021 [Change](#)

**Full Name \***

**Email \***

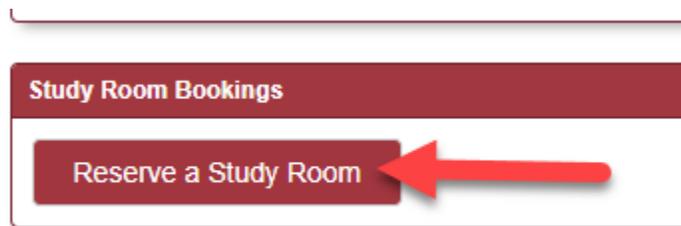
Enter @divinemercury.edu addresses only

[Submit my Booking](#)

After filling out the form, you will receive an email and click on a link to verify your reservation. This will need to be done within 15 minutes. Upon verifying your reservation, the room is now reserved for your use.

### Clicking the “Reserve a Study Room” link in the Navigation Bar

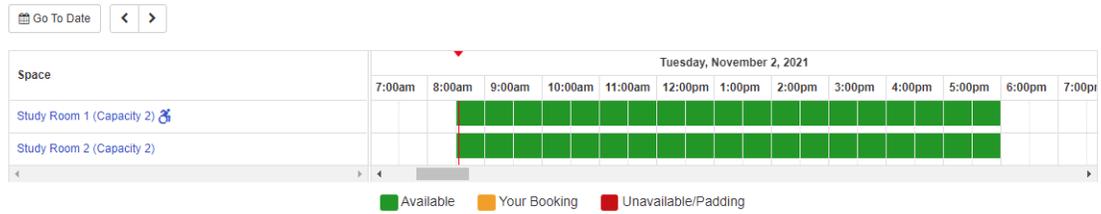
Under the Services dropdown menu, select the "Reserve a Study Room" link. You will be taken to another page with a grid.



### Book a Study Room here!

Each green time block indicates an hour that a Study Room is available for booking. Each room has a different row. Click on a green block to open the reservation form and book the room. If you have any questions, contact the Library at [library@divinemercury.edu](mailto:library@divinemercury.edu).

Tuesday, November 2, 2021 – Monday, November 8, 2021



Click the grid where you want your start time to be. It will automatically give you four hours. If you want to change the end time, in the box below, select your alternative end time. If you want to cancel, click the small trash can icon. When you are all done, click

the "Submit Times" button. Yellow means your tentative times, green means available, and red means unavailable.

Tuesday, November 2, 2021 – Monday, November 8, 2021

Go To Date < >

Space	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Study Room 1 (Capacity 2)												
Study Room 2 (Capacity 2)												

Legend: Available (Green), Your Booking (Yellow), Unavailable/Padding (Red)

Study Room 1: 9:00am Tuesday, November 2, 2021 **until...** 9:30am Tue Nov 2nd 2021

**Submit with blue button** → [Submit] → **Choose ending time**

- 9:30am Tue Nov 2nd 2021
- 10:00am Tue Nov 2nd 2021
- 10:30am Tue Nov 2nd 2021
- 11:00am Tue Nov 2nd 2021
- 11:30am Tue Nov 2nd 2021
- 12:00pm Tue Nov 2nd 2021
- 12:30pm Tue Nov 2nd 2021
- 1:00pm Tue Nov 2nd 2021

After you submit times, you will be taken to a form to complete your booking. Enter your name and DMU email. You will also have to verify your booking within 15 minutes based on an email you receive. If you do not complete your booking, after 5 minutes, the times you selected will no longer be held for you. Click the blue Change link to change. After you submit your booking here only staff members can change it.

### Booking Details

• Study Room 1: 8:00am - 8:30am Tuesday, November 2, 2021 [Change](#)

**Full Name \***

First Name

Last Name

**Email \***

Enter @divinemercury.edu addresses only

[Submit my Booking](#)