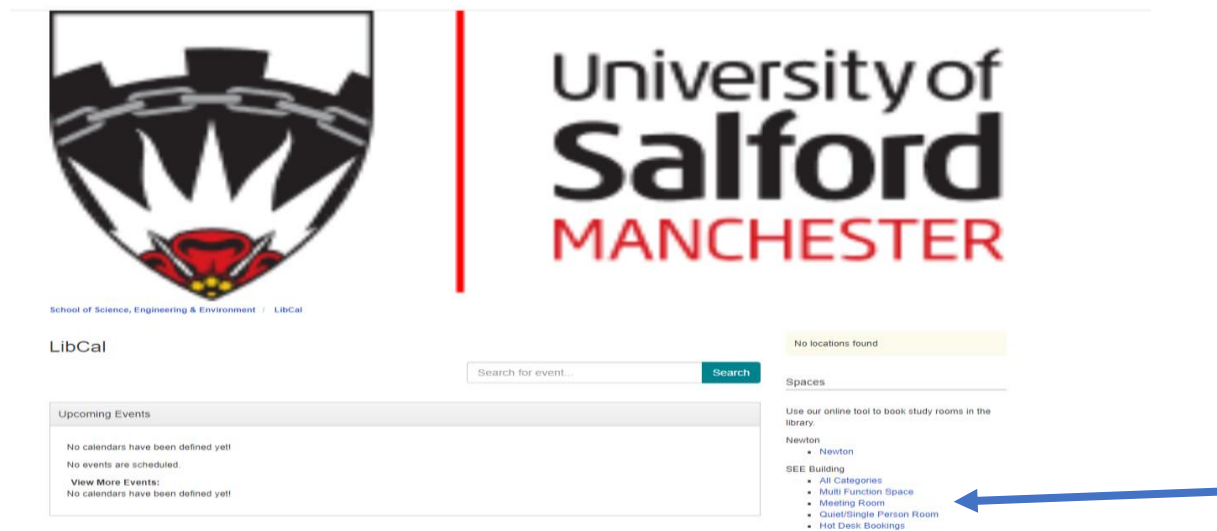


LIBCAL BOOKING SYSTEM – Guidance Notes

The below link will take you to the home page of the site.

<https://schoolofscience-engineeringandenvironment.libcal.com/>

Step one – Select which room type you require



School of Science, Engineering & Environment | LibCal

LibCal

Search for event... Search

No locations found

Spaces

Use our online tool to book study rooms in the library.

Newton

SEE Building

- All Categories
- Multi Function Space
- Meeting Room
- Quiet/Single Person Room
- Hot Desk Bookings

As you can see in the bottom right hand corner you have a selection of options. Depending on what you are looking to book.

- Meeting Rooms
- Quiet/Single Person Room
- Hotdesking

Step two - When you are ready to book your room, please make sure you are selecting the correct date either by using the “go to date” option or by clicking the arrows.



School of Science, Engineering & Environment | LibCal

Location: SEE Building Category: Meeting Room

Tuesday, September 27, 2022

Go To Date

September 2022

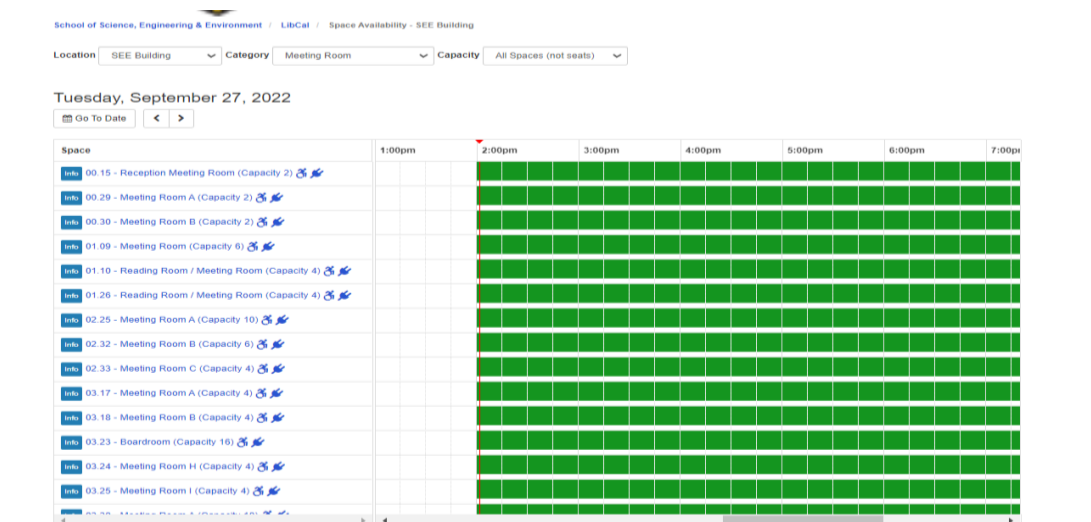
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Capacity 2)

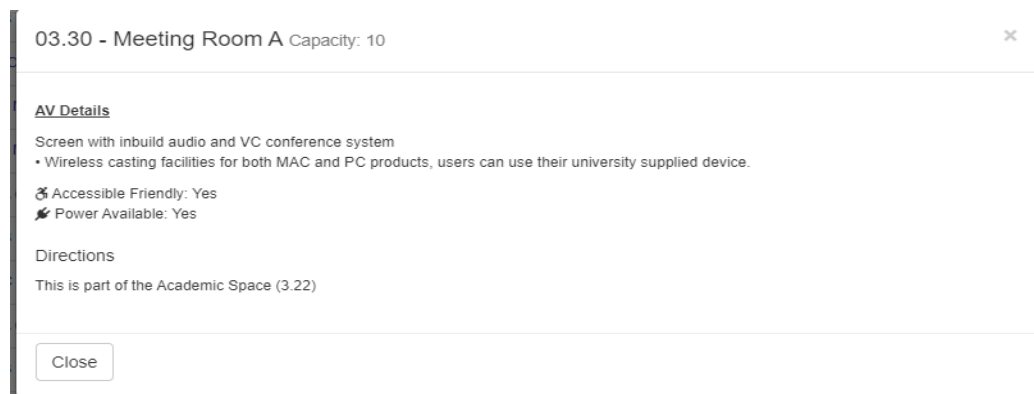
Room (Capacity 4)

Info 01.26 - Reading Room / Meeting Room (Capacity 4)

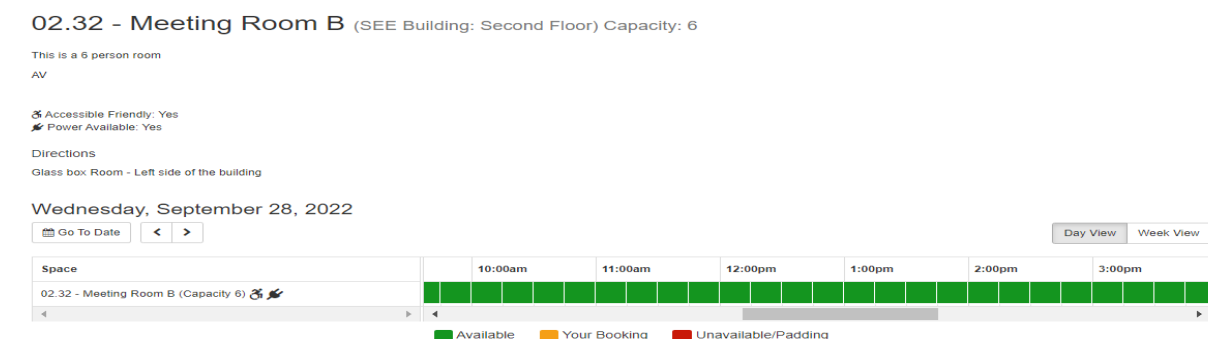
Step 3 - When you click on your required type of space and date it will show you a list of available spaces for that day.



If you click on the blue info button it will give you more details about the space. Including AV details, capacity and also where the room is situated.



Step 4 – once you have picked which room you would like it will take you to the booking page. **Always check the date is the correct date.**



Step 5 – from the green bar you can select your start time which will highlight in yellow.

02.32 - Meeting Room B (SEE Building: Second Floor) Capacity: 6
This is a 6 person room
AV
Accessible Friendly: Yes
Power Available: Yes
Directions
Glass box Room - Left side of the building

Wednesday, September 28, 2022

Go To Date < > Day View Week View

Space	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
02.32 - Meeting Room B (Capacity 6)	Available	Available	Available	Available	Available	Available

Available Your Booking Unavailable/Padding

02.32 - Meeting Room B: 10:00am Wednesday, September 28, 2022 until... 10:15am Wed Sep 28th 2022

Submit Times

Step 6 – You now need to pick the end time from the drop down. This works in 15min blocks.

Directions
Glass box Room - Left side of the building

Wednesday, September 28, 2022

Go To Date < > Day View Week View

Space	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
02.32 - Meeting Room B (Capacity 6)	Available	Available	Available	Available	Available	Available

Available Your Booking Unavailable/Padding

02.32 - Meeting Room B: 10:00am Wednesday, September 28, 2022 until... 10:15am Wed Sep 28th 2022

Submit Times

Step 7 – once the end time has been selected it will show the whole booking in yellow.

Wednesday, September 28, 2022

Go To Date < > Day View Week View

Space	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
02.32 - Meeting Room B (Capacity 6)	Your Booking	Your Booking	Your Booking	Your Booking	Your Booking	Your Booking

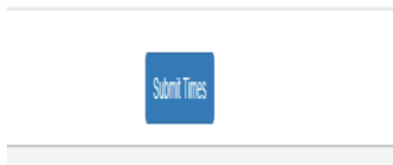
Available Your Booking Unavailable/Padding

02.32 - Meeting Room B: 10:00am Wednesday, September 28, 2022 until... 11:00am Wed Sep 28th 2022

Submit Times

BEFORE MOVING ON TO THE NEXT STEP – PLEASE MAKE SURE THE ROOM, DATE AND TIME ARE CORRECT.

Step 8 – Submit request. This is done via the blue button at the bottom.



Step 9 – to complete the booking you are required to provide your name and email address.

Booking Details

Item	Category	From	To	
02.32 - Meeting Room B	Meeting Room	10:00am Wednesday, September 28, 2022	11:00am Wednesday, September 28, 2022	Change

Fill out this form to complete the booking.

Full Name *

Email *

Step 10 – after submitting your booking - You will receive an email confirmation.