

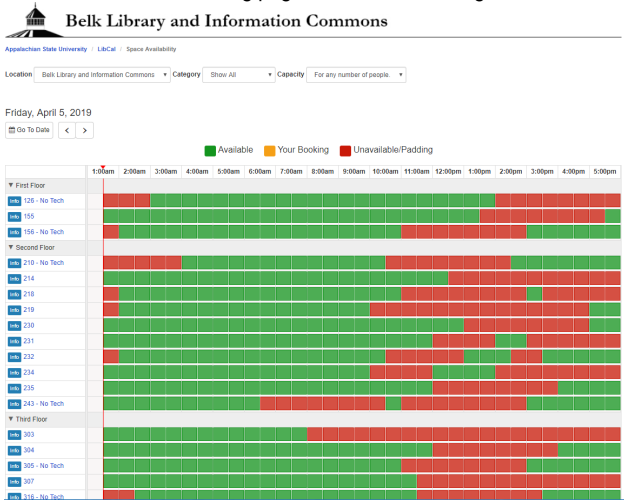
Book A Library Study Room



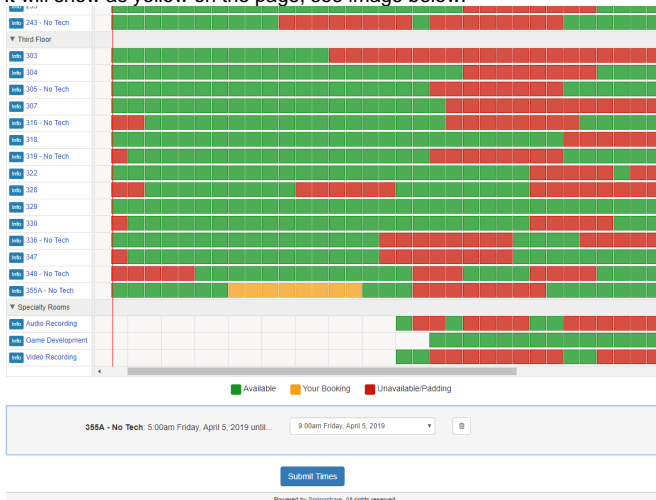
A screen shot is not an acceptable proof of booking.

Step-by-step guide

1. Go to <https://library.apstate.edu/>
2. Select "Book a Study Room" from list at the center of the page
3. This will take you to the study room terms and conditions page. You will then click the blue highlighted *****Book a study room now*****
4. You are now on the booking page. It will look like image below.



5. Green highlighted areas are available. Red areas are already booked.
6. Select time and room you want. (You may scroll through dates with arrows or go to date box at top of the page.) It will show as yellow on the page, see image below.



7. If the time selected is correct, proceed by clicking "Submit Times" button
8. You will then see a page with your booking details. ******Important: your booking is not complete yet!!!!******



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Booking Details


Item	Category	From	To	
	355A - No Tech	Third Floor	5:00am Friday, April 5, 2019	9:00am Friday, April 5, 2019 Remove

[Belk Library and Information Commons: Terms & Conditions](#)
 Click continue to proceed with your booking.
 By continuing, you agree to our [Terms and Conditions](#).

Continue

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- 9.
10. Next click the "Continue" button.
11. You will be taken to a final page where you must click "**Submit my Booking**" to complete the booking process.



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Booking Details

Item	Category	From	To	
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Fill out this form to complete the booking.

Full Name

Email @appstate.edu

Submit my Booking

Logout

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12. Once this is done you should almost immediately receive an email confirmation.
*****If you do not receive an email, then the process was not completed properly and the room is not booked.
 A screen shot is not an acceptable proof of booking.*****
13. If you have any problems please see the first floor service desk staff.

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