

Reserve a Collaborative Study Space

<https://rb.gy/tw3g4a>

Or go to rosalindfranklin.edu, tap Library in the top menu, select Reserve a Group Study Space under “Library Services”.

- All reservable spaces are for group study only.
 - Spaces are available for 2-4 people.
 - Spaces are available for 3-10 people.
- Reservations must be made between 1 hour and 3 days in advance.
- Max Reservation Time: 3 hours per day.



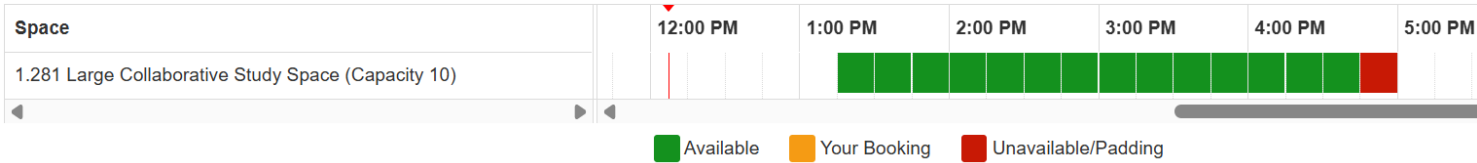
Request Any Room

1. Select a room type [optional]. Capacity All Spaces (not seats) All Spaces (not seats) Space For 2-4 people Space For 3-10 people	2. Select a date and time Date 09/08/2025 From 04:00 PM Until 05:00 PM
3. Click Search. Search	4. Select an available room by clicking “Book Now”. Book Now
5. Fill in Name, Email, Barcode and the names of the other attendees. First Name * John Last Name * Doe Email * john.doe@my.rfums.org Enter @my.rfums.org, @rosalindfranklin.edu addresses only Library Barcode (Bottom right on ID) * 98765 Please list all people using the space. * John Doe, Jane Doe, Manuel Doe, Alejandra Doe	6. Check “I agree to the Terms & Conditions of this booking.” 7. Click “Submit my booking”. 8. You should receive a confirmation email. ☐ I agree to the Terms & Conditions of this booking. Submit my Booking Booking Confirmed

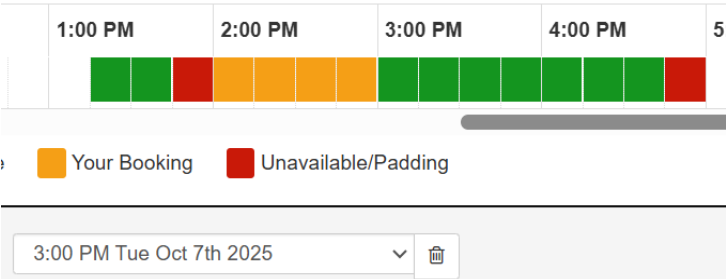
See other side for Booking Grid Guidelines if needed.

Availability Grid

1. All rooms have a grid that shows current availability for that room. This is accessible by clicking on a Reservable Room.



2. If you click on the time you want, it will default to 1 hour for the reservation.



NOTE: If you click the wrong start time, click the trash icon below the grid and click the correct start time.

3. To expand this, click on the dropdown menu below the grid and select the time you want, minimum 30 minutes, maximum 3 hours.

- 2:30 PM Tue Oct 7th 2025
- 2:45 PM Tue Oct 7th 2025
- 3:00 PM Tue Oct 7th 2025**
- 3:15 PM Tue Oct 7th 2025
- 3:30 PM Tue Oct 7th 2025
- 3:45 PM Tue Oct 7th 2025
- 4:00 PM Tue Oct 7th 2025
- 4:15 PM Tue Oct 7th 2025
- 4:30 PM Tue Oct 7th 2025
- 4:45 PM Tue Oct 7th 2025
- 5:00 PM Tue Oct 7th 2025
- 3:00 PM Tue Oct 7th 2025

4. Click “Submit Times”



See **Steps 5-8** on the other side of this paper.

NOTE: Using “Week View” will appear to show no available slots. It starts at midnight. Please **scroll down** to 9:00AM to see availability.

