Library Study Rooms Booking Instructions

1. Use the QR Code or go to:  https://libcal.lehman.edu/

2. Click on Reserve a Service and you will see the next screen

   **Location** - Library Study Rooms

   **Zone** - Select a Study Room type and click on Show Availability

   **Group Study Room** - First Floor, minimum of 3 students
   1 Two-Hour Maximum booking per day

   **Individual Study Room** - Third Floor, up to 2 students
   2 Two-Hour Maximum bookings per day

3. Select your **Date** and click on any of the **green** available timeslots
   
a. You may also click on the bottom **Screen Reader** option for better view of available seats

4. Confirm by clicking **Submit Times** at the bottom

5. You will be taken to **Lehman 360 Login Page** to enter your Lehman Login information

6. You will see your Study Room information - then click on **Submit My Booking**

7. Pick up your **Study Room Key** at Circulation-Reserve Desk