Library Study Rooms Booking Instructions

1. Use the QR Code or go to: [https://libcal.lehman.edu/](https://libcal.lehman.edu/)

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

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