



# Reserving a Study Room

Patrons with a Glenview library card in good standing can reserve private study room space online by following the steps below.

## Step 1

Visit the [2nd floor study room booking page](#) to reserve a study room on the 2<sup>nd</sup> Floor. These rooms are intended primarily for use by adults and teens.

Visit [Youth Services study room booking page](#) to reserve a study room in Youth Services. These rooms are intended primarily for use by groups that include children.

Please review the Library's Study Room Policy prior to reserving a study room. Note there are different guidelines for the Youth Services and 2<sup>nd</sup> Floor study rooms. Information about each room can be seen by clicking the blue **INFO** button next to the room name on the booking page.

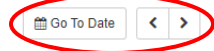
## STEP 2

Choose the date for your reservation using the **Go To Date** calendar tool or by clicking the forward or backward arrows to scroll through dates. Rooms can be requested up to one week in advance. If nothing is available at the selected time, a **Next Available** button will appear that will jump to the earliest date and time that can be requested.

Glenview Public Library / LibCal / Space Availability - Glenview Public Library

Location  Category  Capacity

Thursday, October 27, 2022



Space	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
<a href="#">Info</a> Study Room #4 (Capacity 4)	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Study Room #5 (Capacity 6)	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Study Room #6 (Capacity 4)	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Study Room #7 (Capacity 6)	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Study Room #8 (Capacity 10)	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Study Room #9 (Capacity 4)	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available

Legend: ■ Available ■ Your Booking ■ Unavailable/Padding

Available start times are shown in green. Using the mouse to hover over a time will also give availability information. Start times are available in 30-minute increments.

Click the box for your meeting's start time in the row for the room you would like to request.

### STEP 3

Your booking request will appear in orange and will be listed below.

Modify the ending time for the reservation using the drop-down selection menu. The default reservation time is 30 minutes and can be modified to a maximum of 2 hours.

To choose a different start time, click the trash can icon.

Glenview Public Library / LibCal / Space Availability - Glenview Public Library

Location  Category  Capacity

Tuesday, October 18, 2022

Space	m	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
<input type="button" value="Info"/> Study Room #4 (Capacity 4) <input type="button" value="🔗"/>		■	■	■	■	■	■	■	■	■	■	■	■	■
<input type="button" value="Info"/> Study Room #5 (Capacity 6) <input type="button" value="🔗"/>		■	■	■	■	■	■	■	■	■	■	■	■	■
<input type="button" value="Info"/> Study Room #6 (Capacity 4) <input type="button" value="🔗"/>		■	■	■	■	■	■	■	■	■	■	■	■	■
<input type="button" value="Info"/> Study Room #7 (Capacity 6) <input type="button" value="🔗"/>		■	■	■	■	■	■	■	■	■	■	■	■	■
<input type="button" value="Info"/> Study Room #8 (Capacity 10) <input type="button" value="🔗"/>		■	■	■	■	■	■	■	■	■	■	■	■	■
<input type="button" value="Info"/> Study Room #9 (Capacity 4) <input type="button" value="🔗"/>		■	■	■	■	■	■	■	■	■	■	■	■	■

■ Available   ■ Your Booking   ■ Unavailable/Padding

Study Room #5: 2:00pm Tuesday, October 18, 2022 until...

Click the blue **Submit Times** button once the room, start time, and end time appear correct.

### STEP 4

A login page will appear.

Input your GPL library card number (the number below the bar code) and your library account password into the box. The default password is the last four digits of your phone number unless you have chosen something else.


## STEP 5

Review your booking request. If you need to change your request, click the **Remove** link to go back to the available times.

[Glenview Public Library](#) / [LibCal](#) / [Glenview Public Library](#) / [Space Checkout](#)

Richard Sedivy - Lo

### Booking Details

Item	Category	From	To	
	Study Room #5	2nd Floor Study Rooms	2:00pm Tuesday, October 11, 2022	4:00pm Tuesday, October 11, 2022 <a href="#">Remove</a>

Fill out this form to complete the booking.

Full Name Richard Sedivy

Email rsedivy@glenviewpl.org

[Submit my Booking](#)

[Logout](#)

If your booking is correct, click **Submit my Booking**.

## STEP 6

You will receive onscreen confirmation for your booking. This completes your reservation, and you may logout. Users are limited to one active reservation at a time.

[Glenview Public Library](#) / [LibCal](#) / [Glenview Public Library](#) / [Space Checkout](#)

### Booking Details

The following reservations were made:

Glenview Public Library

Study Room #5: 2:00pm - 4:00pm, Tuesday, October 11, 2022

You will receive an email confirmation at rsedivy@glenviewpl.org. Please check your spam folder or contact the library with any questions.

## STEP 7

Once you have submitted your request, you will also receive an email message confirming that it has been received. The message will come from this email address: [alerts@mail.libcal.com](mailto:alerts@mail.libcal.com).

The email confirmation will include a link to cancel your reservation at any time. Contact the Library if you have any questions or would like any additional information.