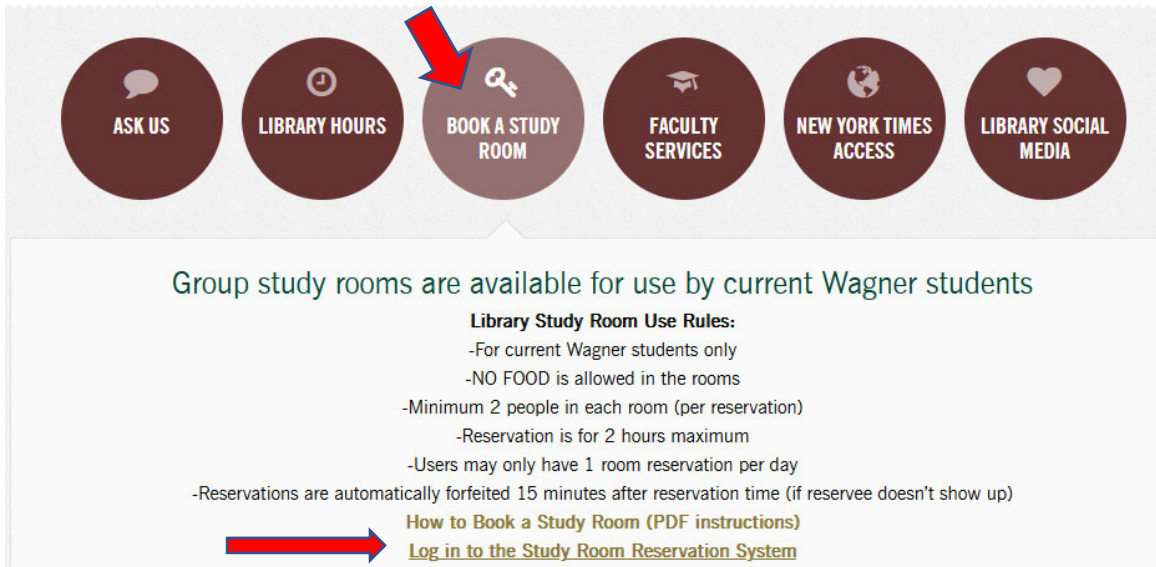


How to Reserve a Group Study Room in the Horrmann Library

1. From the library home page, <https://wagner.edu/library>, click on the **Book a Study Room** button.
2. Then click the **“Log in to the Study Room Reservation System”** link



3. If you have never made an account for the reservation system, click **First Visit? Register for an account.**
4. If you already have an account, **enter your username and password**, then **select the “Horrmann Library Group Study Rooms”** radio button, and click **log in.**

First visit? [Register for an account.](#)

Returning? Log in below.

Email Address	circdesk@wagner.edu
Password	<input type="password"/>

SELECT A SCHEDULE

- Advising/Accessibility (Matt)-Spring2023
- Horrmann Library - Group Study Rooms

Check this box to stay logged in:

5. The Horrmann Library - Group Study Rooms availability calendar will open up. **Click on the start time you want for a particular date.**

Horrmann Library - Group Study Rooms

January 30 - February 5, 2023

[Next Week](#) |

Display Options

Show All Staff & Resources

Jan. 30: Monday	7:00 am	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
Group Study Room 1	[Dark Blue Block]										
Group Study Room 2	[Dark Blue Block]										
Group Study Room 3	[Dark Blue Block]										
Group Study Room 4	[Dark Blue Block]								[Yellow Block]		

Select to reserve 4:00 pm on January 30 with Group Study Room 1.

6. A “Create New Appointment” box will pop up for you to select your desired end time (**Minimum reservation 30 minutes, maximum reservation 2 hours per person per day**). Enter the desired end time, and then click **Create Appointment**.

NOTE: You may only make reservations for yourself (do not enter a friend’s name in the box – the reservation will only be held in your name – the name of the person logged in to the system).

Create New Appointment

Appointment Details

Questions marked with a * are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

Name of student reserving room *

Administrative Options

- Walk-In / Drop-In
 Placeholder ?
 Notify Client ?

[Create Appointment](#) [Close](#)

7. A confirmation box will appear. You will also receive an email confirming the reservation. If you need to edit the reservation time or cancel the appointment, you can do so by clicking Edit or Cancel. You can always log back in to the system to edit or cancel at another time.

The appointment was saved successfully. Continue working with the appointment or close this window if finished.

Existing Appointment

[Appointment Tools](#)

CREATED: Jan. 23, 2023 10:17 am by Circulation Desk

Circulation Desk

Monday, January 30, 2023 | 4:00 pm to 6:00 pm
Group Study Room 1 | Horrmann Library - Group Study Rooms
 Location: Horrmann Library

STUDY ROOM RULES:

- Group study rooms are for current Wagner students only
- No food allowed in group study rooms
- Minimum 2, maximum 7 people per room
- Rooms are not soundproof! Please be a considerate neighbor
- Reserver must check in (with their Wagner ID) at the front desk within 15 minutes of each reservation start time – if not, the reservation will be cancelled
- Frequent no-shows will automatically be blocked from making future reservations