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.

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

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.

**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
- Reservee 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

Upd. 1.23.2023