Room Reservations With LibCal

Welcome to room reservations with LibCal. Reserving a study room is as simple as click, book, and confirm!

- Go to the Library's home page and click on "Room Reservations," or link directly to room reservations Libcal at <u>http://law.hofstra.libcal.com/</u>
- 2. Smartphone users can use the room reservation QR code.



	MAURICE A. DEANE SCHOOL OF LAW	
	HOFSTRA 💊 LAW	
	Law Library - Maurice A. Deane School LibCal	rt of Law & LibCal
/	Room Bookings	Law Library Room Reservations
C	e Law Library Dudy Roome	Shuty rooms are only available for use by currently enrolled Holdets Law students. You must use your gligities Holdets and use and use when sub-holling your startwards. We show that the bar student student student students and start and start and the student students and start and the student students and the student students and start and star
		Please cancel your reservation if your find you no longer need it. Reservators can be made up to one week in advance. When leaving the room please turn of the light and close the door. Suby room set to be lift mand clean therth the group finded Avy Litrary materials used in the study rooms must be retrieved. Please other roomstructed herbale hord avy so the sub-off or herbalt more the redreded notes.





How to Reserve a Room Using LibCal

1. Click on "Law Library Study Rooms"

2. Choose the day you would like to reserve, then click on the room and time on the green grid to begin making your reservation.

You can reserve up to 3 hours per day.



3. By clicking continue you confirm that you have read the Library's study room policy, that you understand it and that you agree to it.







5. After your booking is submitted, you will receive the following email:

Hi [Your Name]

Please be sure to confirm your booking within 15 mins. from the start of your reservation time, by visiting: http://law.hofstra.libcal.com/confirm.php?i=5084332&c=12bfe722a6

Failure to do so will result in a loss of your reservation time slot.

Study Room [your study room and reservation time]

Otherwise, to cancel this booking visit: <u>http://law.hofstra.libcal.com/cancel_booking.php?i=5084332&c=12bfe722a6</u>

Thank you for using LibCal!

6. You must confirm your booking within 15 minutes of the start of your reservation. For example, if your reservation is at 1:00 P.M., you must confirm your booking by 12:45 P.M.

7. After your reservation is confirmed, you will receive the following email:

Hi [Your name],

The following has been confirmed:

Study Room [Your reservation]

To cancel this booking visit:

http://law.hofstra.libcal.com/cancel_booking.php?i=5084332&c=12bfe722a6

Thank you for using LibCal

Keep this email. It replaces the study room slips formerly issued by the circulation team.