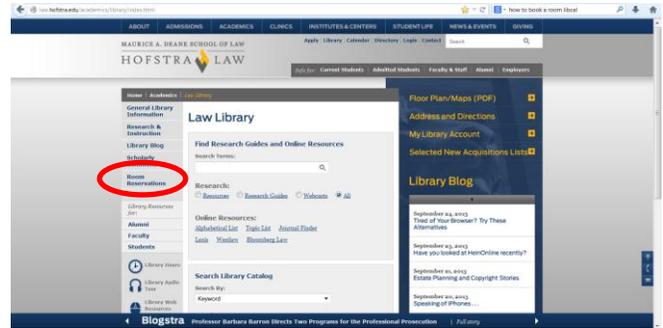


# Room Reservations With LibCal

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

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



## How to Reserve a Room Using LibCal

1. Click on "Law Library Study Rooms"

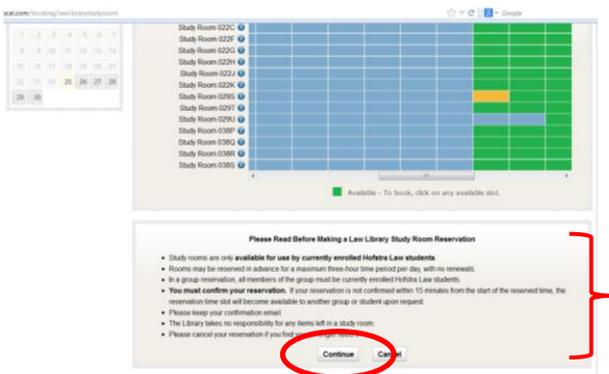


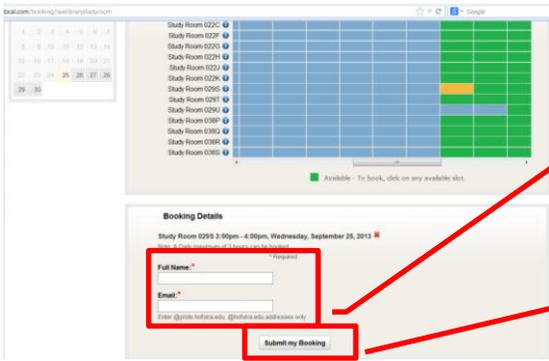
2. Choose the day you would like to reserve, then click on the room and time on the green grid to begin making your reservation.

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.





4. You will be prompted to enter your name and email address. Reservations are linked to your @pride.hofstra.edu account. Then, click “Submit my Booking”

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>

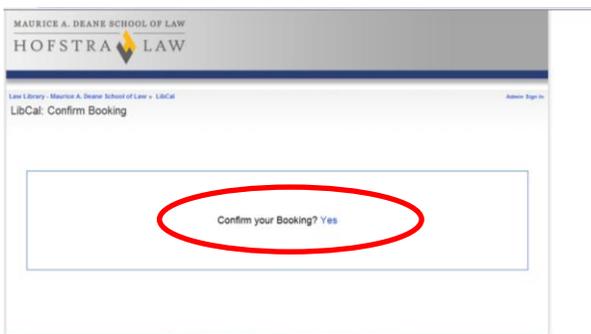
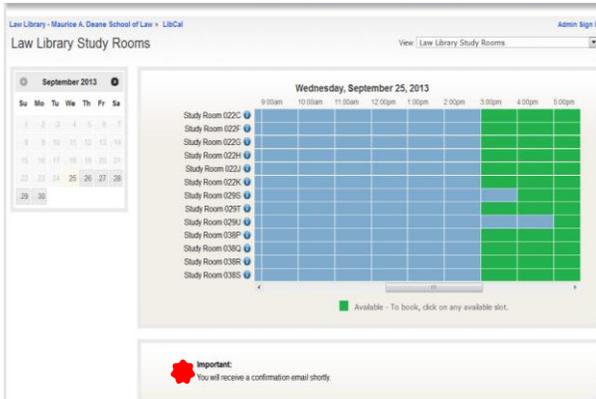
Failure to do so will result in a loss of your reservation time slot.

**Study Room [your study room and reservation time]**

Otherwise, to cancel this booking visit:

[http://law.hofstra.libcal.com/cancel\\_booking.php?i=5084332&c=12bfe722a6](http://law.hofstra.libcal.com/cancel_booking.php?i=5084332&c=12bfe722a6)

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](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.**