Book a group study room

To book a group study room in the Learning Grid Rootes/University House Learning Grid 2 please use the booking link found on the Library’s website or alternatively you can use the door controls outside the room for same day booking. On the Library website, click on the ‘Study Spaces’ link.

1. This will take you to a page listing all the study spaces provided by the Library. The description of each space will tell you which one have bookable rooms available.

2. Select the space where you want to book the room, for example the Learning Grid University House. Then scroll to the end of the page and click on ‘Book a room’.

3. You now need to enter your university ID (u + student number) and password.
4. When selecting ‘room types’ a dropdown menu will display which rooms you are eligible to book in this space.

![Select Room Type and Select Booking Date]

5. Please select a specific date and press continue.

![Select Room Type and Select Booking Date]

6. You can then view the details of the room by clicking on the information symbol at the top of page. Individually select each slot and click confirm.

![Select booking time for a Room on Sun 14/01/2018]
7. You will then be taken to the confirmation page which will generate a pin.

![New Booking Status](image)

8. The booking details with the PIN will also be sent to your ‘Warwick’ email.

You have booked

Sun 14/01/2018 10:00-12:00 Rootes Group Study 2 PIN: 7727

Please make note of the PIN if provided above. You will need this to access the rooms in University House and Rootes.

PG Hub rooms and Accessible Study Rooms do not require a PIN. If you require any further support, please email library@warwick.ac.uk or speak to Library staff.

Please be aware, if the room is not occupied within 30 minutes of the start booking time, the room will become available for other users to book.

Kind regards,

University of Warwick Library

9. You can also book the rooms via the units which are outside each door, if you are booking the room for that day. Just press the ‘Book availability’ button on the touch screen.
10. The door unit will show the available slots in green, which you can then highlight using touch screen. Once you have made your selection, please scan your student card on the reader located underneath the timetable to confirm.

11. If the room is available and you have booked the current slot, you will be able to scan the door and enter the room without a pin.

12. To enter the room after making an advance booking, please scan your University card and enter the PIN number provided.

13. The door lock will then release and you will be able to enter the room.

If you require any assistance please speak to a member of staff.