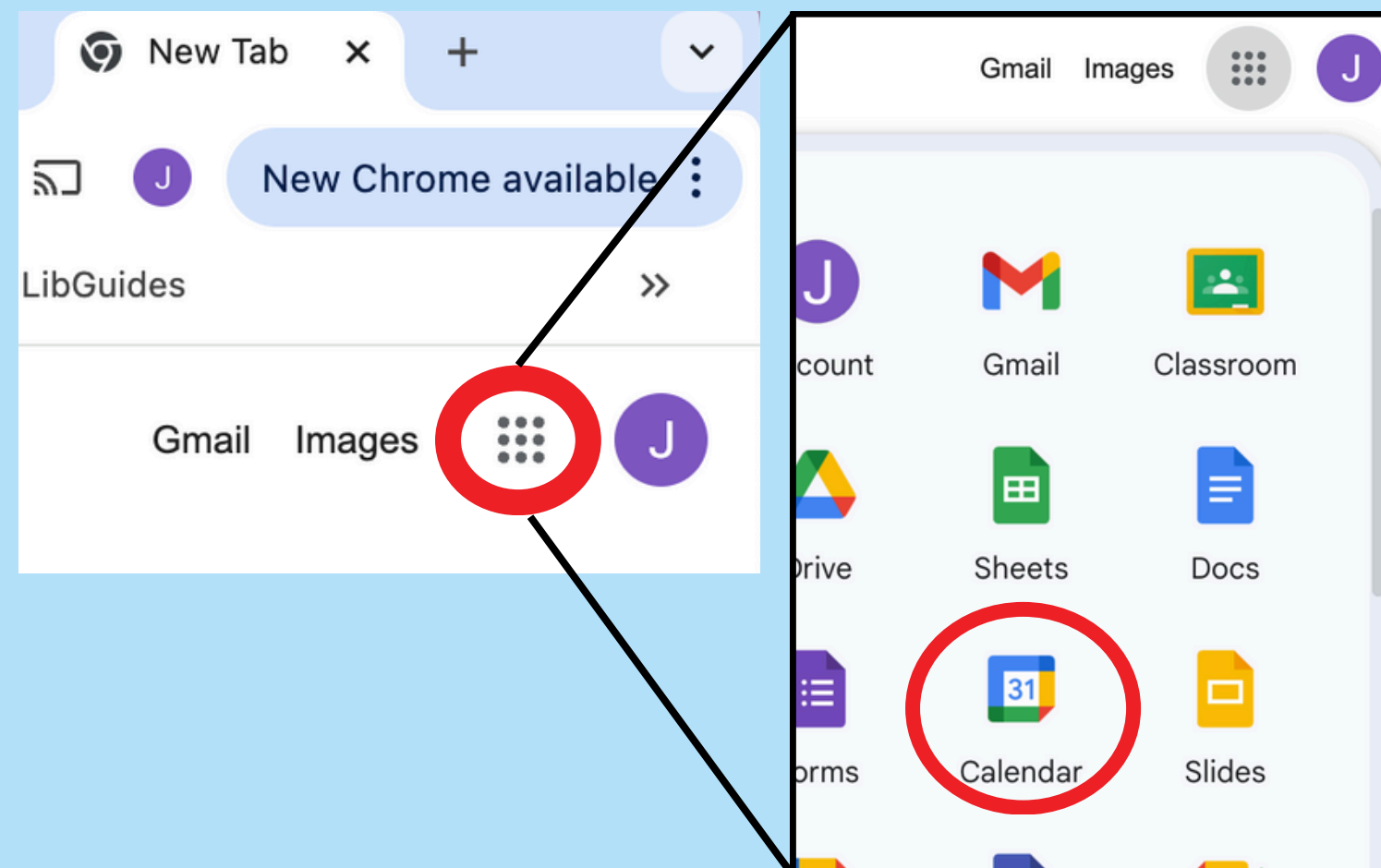


BOOK YOUR SPACE

All library spaces are booked using Google Calendar. Please make sure to label your space reservation with how it will be used.



1. Open Google Calendar.



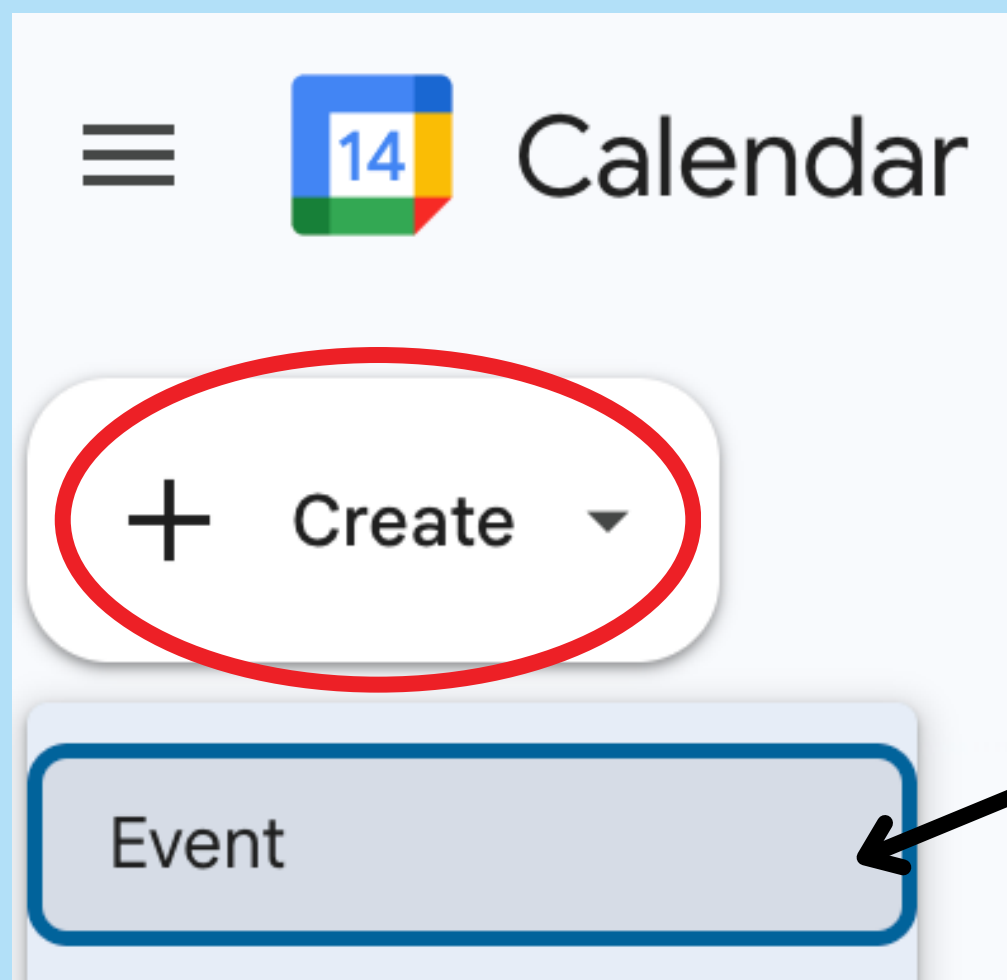
Log into your school account.

Open a new tab. Click the grid/"waffle" of dots in the upper right corner, near your profile.

Click the Google Calendar icon.

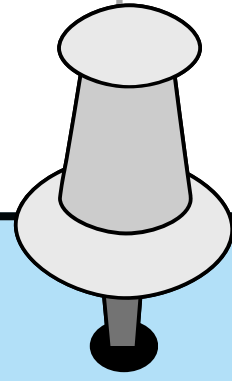


2a. Create a new event.



On the upper left, click the "+ Create" button.

Choose "Event," the first option in the drop-down menu.



2b. Create a new event.

Furukawa Eng 1 Research

Event

Focus time

Out of office

Working location

Tuesday, December 17

1:36pm

–

2:56pm



All day

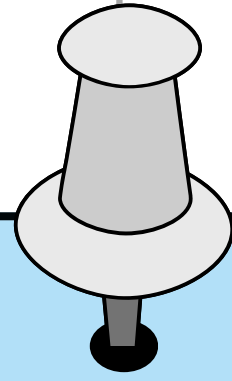
Time zone

Does not repeat

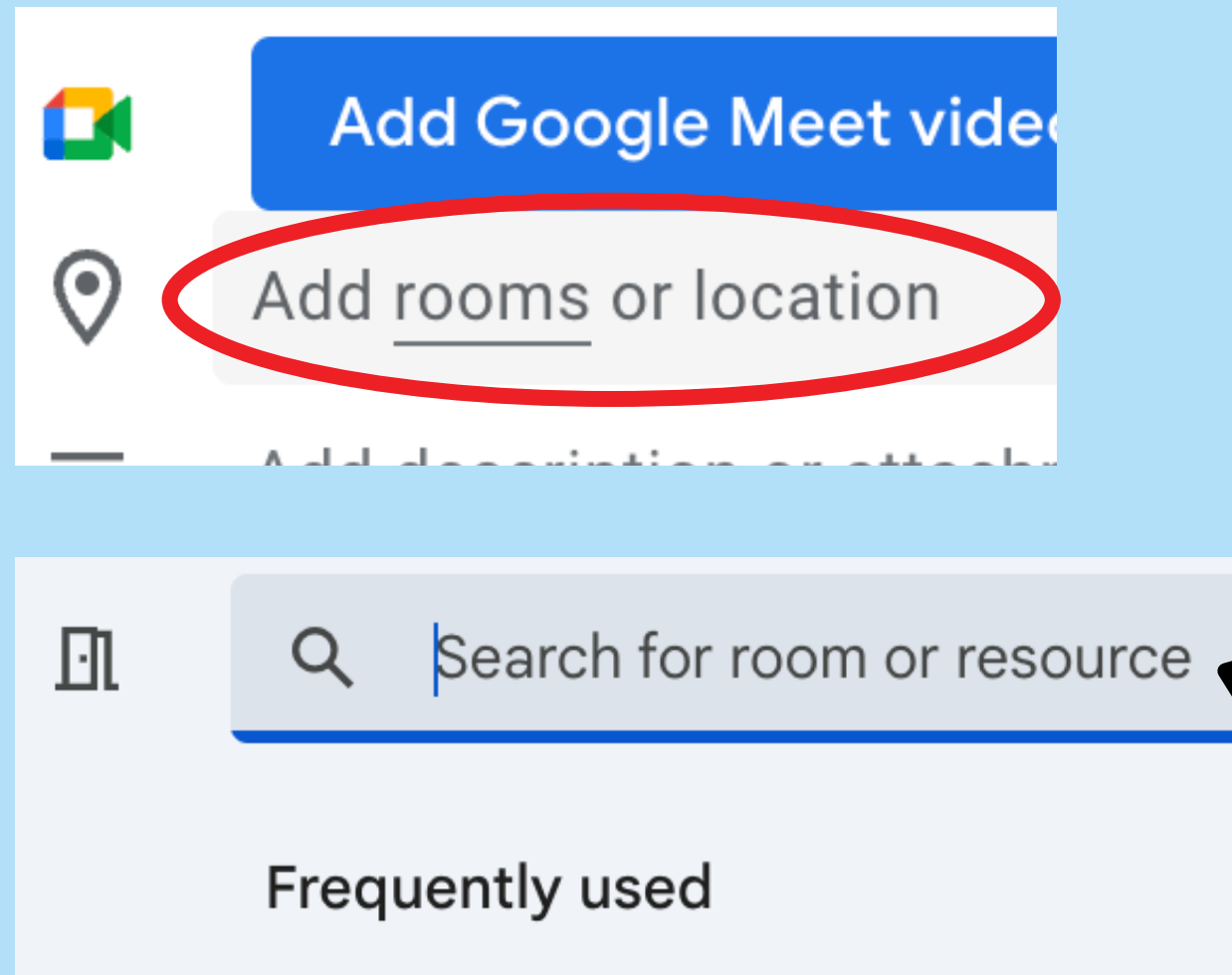


Name your event after yourself, your class, or what the space will be used for.

Make sure to double-check the date and the time-slot you are signing up for.

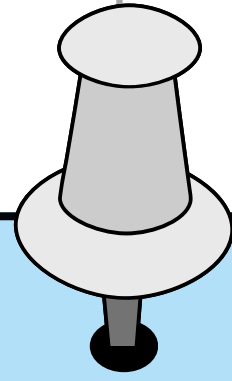


3a. Reserve your space.



Click "Add rooms or location."

There will be two separate fields. Make sure your cursor is in the "Rooms" field.



3b. Reserve your space.

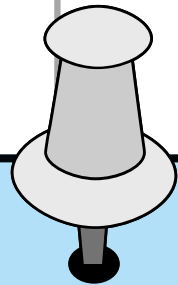
Q LRC |

Maine South

- LRC - Front Classroom floor 1
112
- LRC - Middle Zone floor 1
28
- LRC - Quiet Zone floor 1
35
- ~~LRC - Study Room B floor 1~~
4

Type in "LRC" to see a list of library spaces, including study rooms.

Spaces that are crossed out have already been reserved.



3c. Reserve your space.

Search: LRC -

Maine South

- LRC - Front Classroom floor 1
112
- LRC - Middle Zone floor 1
28
- LRC - Quiet Zone floor 1
35
- LRC - Study Room floor 1
4

LRC - Quiet Zone

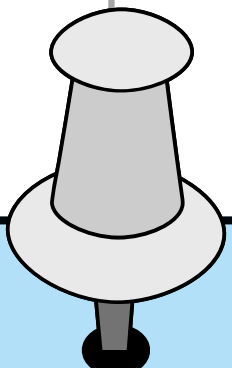
Room for 35 people

MAINE SOUTH • FLOOR 1

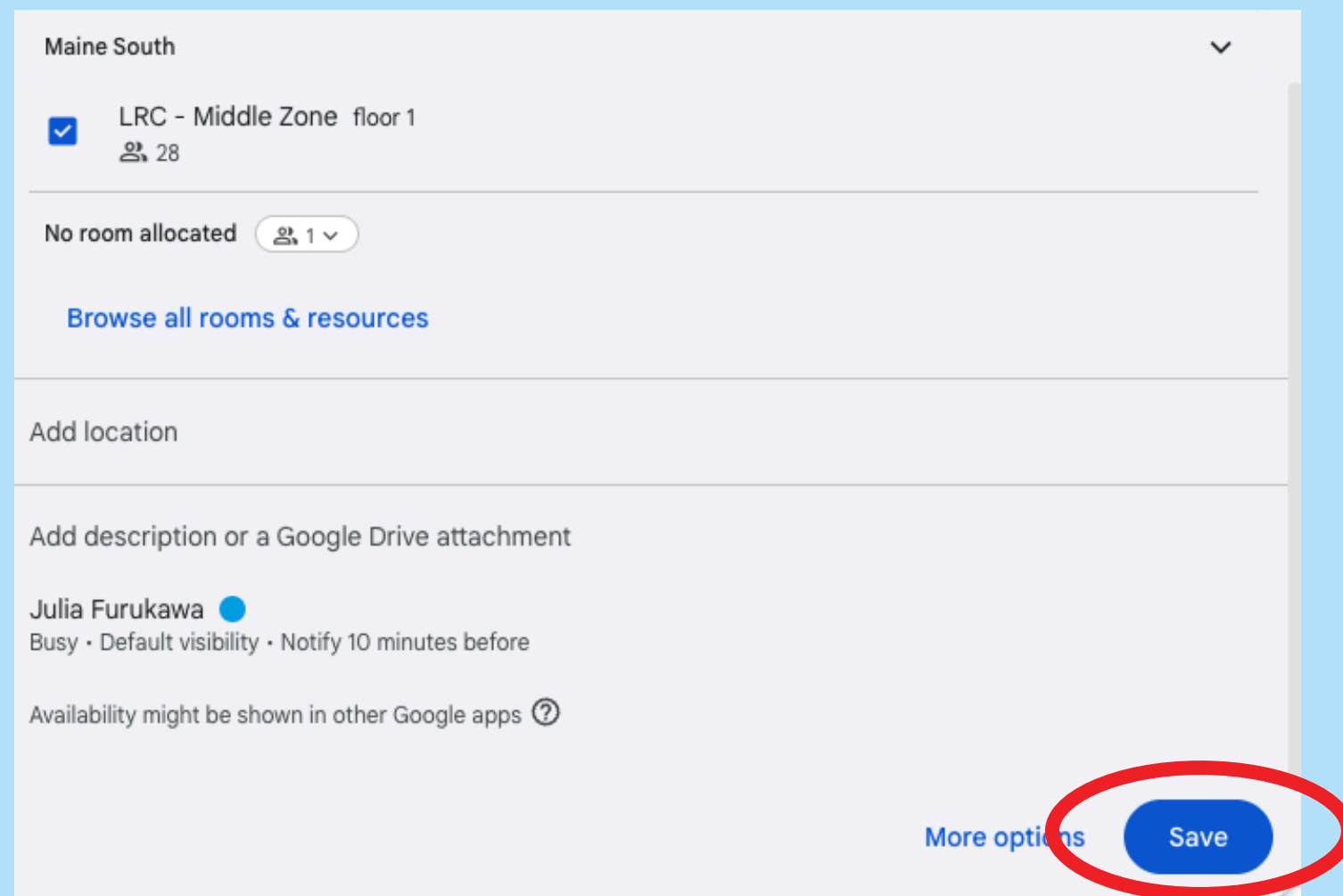
Maine South-1-LRC - Quiet Zone (35)

Each space lists the capacity.
Hover for a detail view.

Click on the space you want.



4. Save your event.



Maine South

LRC - Middle Zone floor 1
28

No room allocated 1

[Browse all rooms & resources](#)

Add location

Add description or a Google Drive attachment

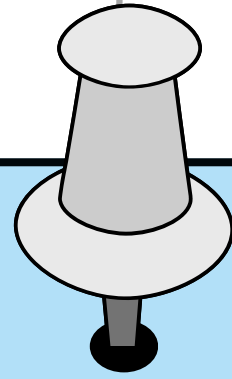
Julia Furukawa ●
Busy · Default visibility · Notify 10 minutes before

Availability might be shown in other Google apps ?

[More options](#) **Save**

Double-check that your date, time, and space are correct.

Click the blue "Save" button, bottom right. You're all set!



FAQ

If a space is crossed out, it has already been reserved.

*Room already booked? Ask us.
We can override student reservations for teachers.*

Other questions? Email Julia Furukawa or Jen Don!