How to Reserve a Study Room

VCU students, faculty and staff may reserve a study room for use by two or more people. Study rooms can be reserved up to two weeks in advance through the VCU Libraries website. To reserve a room, click on the link called “Reserve a room” in the upper right of the library homepage.

You will see a pop up box, choose the library most convenient. I’m going to choose “James Branch Cabell” since I’m on the Monroe Park Campus.

You may be asked to sign in using your VCU e-id and password. I’m already logged in, so let’s reserve a room.

From this page, you’ll see that there are options for the first, second and third floor of Cabell Library.

Once you’ve selected your floor, you can see the available times for today’s date. Down the left side are the times, and across the top are the room numbers. You may switch between different floors using these blue tabs. You may also change the date using the calendar in the left sidebar.

A green square indicates that the room is available, a red x indicates that the room is unavailable, and a yellow check indicates that you have reserved the room.

When you hover your mouse over a box, a picture of the room is shown on the left side of the screen. This picture also tells you the room capacity, and different room features. For example, room 220c can hold six people, has power, networking, wireless, and a plasma screen. If this room does not suit your needs, you can look at other rooms for alternate options.

Once you choose an open room, click the green box. Verify the information that appears in the pop-up box: the room number, the start time, duration, and number in group. You may change the duration of your reservation at thirty minute increments for up to two hours, as long as it has not been already reserved after you. The number in group is contingent on the room capacity.

Once you have verified the information, click “reserve this room.” You will then see a yellow check mark in the reservation you made. You may cancel the reservation at any time by clicking on the checkmark, and selecting, “cancel this reservation.”

You can view all of your reservations by clicking on the “My Reservations” link in the top right of the screen. There are guidelines for study room reservations, which you may read through the Reservations Guidelines link in the left sidebar, underneath the calendar.

If you have difficulty, remember that you can ask a librarian for help using the “Ask Us” link in the top right of the screen.