

Thank you for participating in our study room pilot! The data we gather during this initiative will help the Library make important decisions in the management of study spaces.

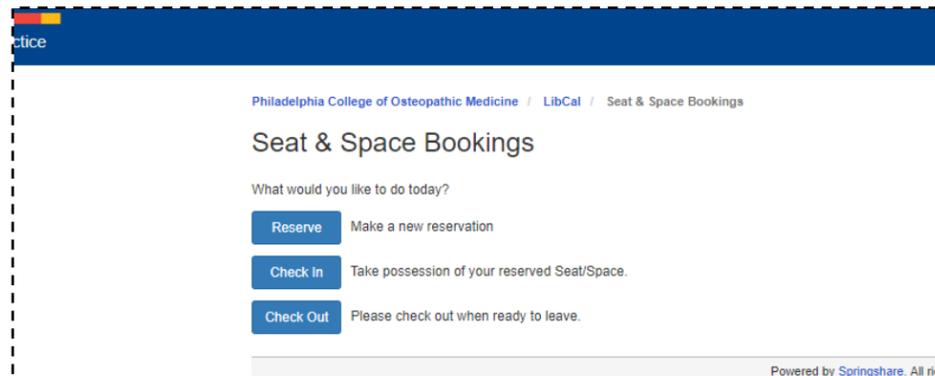
### Why?

We want to make sure that as many users as possible have access to the study rooms, and that space usage is allocated in an equitable way.

### How?

Users will be able to identify and reserve rooms by following these steps:

1. Visit <https://libcal.pcom.edu/r/>, and click/tap Reserve to make a new reservation.



2. Select "Show Availability" to see a list of study rooms you can reserve. Do not select the 'accessible' or 'powered' options; if you do, you will not get any results. No worries -- our study rooms are both accessible and have power.

**New Reservation**

Location: GA Campus

Zone: Show All

Category: GA Study Rooms

Capacity: Space For 2-6 people

Accessible:  An accessible space/seat is required.

Powered:  Power is required at the space/seat.

Show Availability

3. Select "Next Available" to see the earliest available reservation date and time for all rooms, or use "Go To Date" to select a specific date. If you're interested in a specific room, click/tap the room link and click "Next Available" to see your options.

**Space For 2-6 people @ GA Campus**

There are 2 booking option(s) available for the "GA Study Rooms" category and all zones. Showing options. [You can go back and change the filters.](#)

Tuesday, July 13, 2021

Go To Date: < > Next Available

Space	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
<a href="#">Study Room 01 (Circulation side) (Capacity 6)</a>	Available	Available	Available	Unavailable/Padding									
<a href="#">Study Room 02 (Circulation side) (Capacity 6)</a>	Available	Available	Available	Unavailable/Padding									

Legend: Available (Green), Your Booking (Yellow), Unavailable/Padding (Red)

**Space For 2-6 people @ GA Campus**

There are 2 booking option(s) available for the "GA Study Rooms" category and all zones. Showing options. [You can go back and change the filters.](#)

Monday, July 19, 2021

Go To Date: < >

Space	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm
<a href="#">Study Room 01 (Circulation side) (Capacity 6)</a>	Available											
<a href="#">Study Room 02 (Circulation side) (Capacity 6)</a>	Available											

Legend: Available (Green), Your Booking (Yellow), Unavailable/Padding (Red)

Space For 2-6 people @ GA Campus

There are 2 booking option(s) available for the "GA Study Rooms" category and all zones. Showing options. [You can go back and change the filters.](#)

Monday, July 19, 2021

Go To Date < >

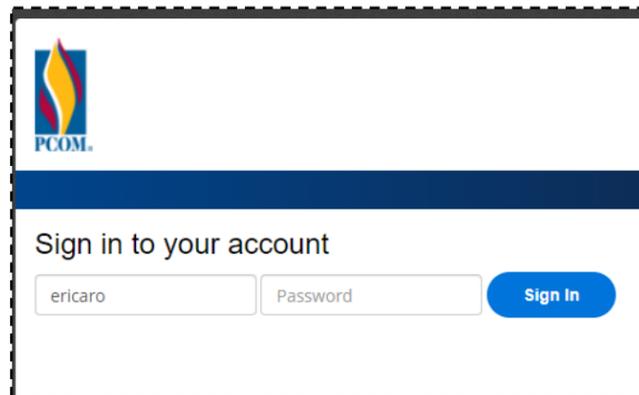
Space	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
Study Room 01 (Circulation side) (Capacity 6)	Available	Your Booking											
Study Room 02 (Circulation side) (Capacity 6)	Available	Your Booking											

Available Your Booking Unavailable/Padding

Study Room 02 (Circulation side): 12:00pm Monday, July 19, 2021 until... 4:00pm Mon Jul 19th 2021

Submit Times

- Select your desired reservation block. Reservation periods are in blocks of four hours. Click "Submit Times" to continue.
- Log in with your PCOM username and password.



PCOM

Sign in to your account

ericaro Password Sign In

- Confirm the details of your reservation, and carefully review any terms and conditions for study room usage. When you are ready, select "Continue".

Booking Details

Item	Category	From	To
Study Room 02 (Circulation side)	GA Study Rooms	12:00pm Monday, July 19, 2021	4:00pm Monday, July 19, 2021

[GA Campus: Terms & Conditions](#)  
Capacity limited to 6 people per Study Room space.  
Reservations are required to use any of the Study Rooms inside of the GA Library.  
Food and drinks are NOT allowed.  
The Library has the right to modify this policy at any time.

Continue

- Take one more chance to review your reservation. If you're having second thoughts, select "Logout", or select "Submit my Booking" to finish.

Booking Details

Item	Category	From	To
Study Room 02 (Circulation side)	GA Study Rooms	12:00pm Monday, July 19, 2021	4:00pm Monday, July 19, 2021

Fill out this form to complete the booking.

Full Name Erica Rosalle

Email ericaro@pcom.edu

Submit my Booking Logout

And you're done! You will receive email confirmation of your reservation a few minutes later. You will be able to add the reservation to your calendar, and use the enclosed code when you're ready to start your reservation.

Users will self-check into the study rooms by doing the following:

- Scan the QR code at the study room, or click/tap the check-in link in your confirmation email. Enter the provided code. You can check-in starting five minutes before the start of your reservation time, up to 15 minutes after your reservation time. If you haven't checked in 15 minutes after the start of your reservation time, the system will automatically cancel your reservation.

Philadelphia College of Osteopathic Medicine / LibCal / Seat & Space Bookings / Check In

Check In

Enter the Check In code that was emailed to you when you created your booking.

Check In Code

Check In

Enjoy! Please adhere to the Library's group study room use policies, which you agreed to when you made the room reservation. Thank you!