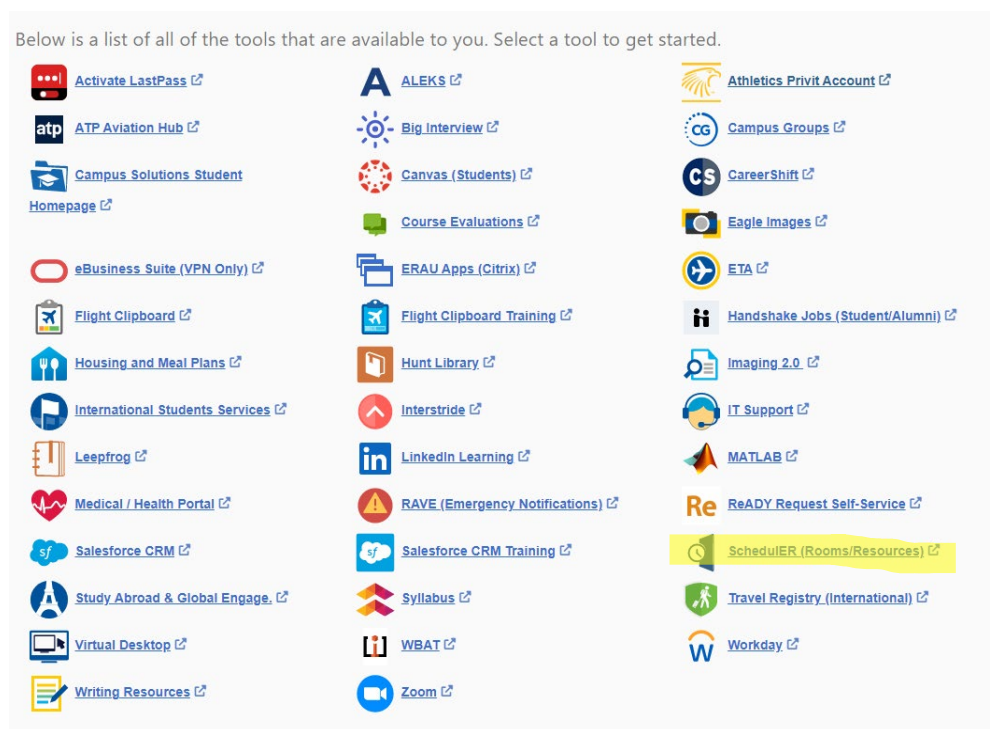


# Reserving a Group Study Room in the Hunt Library

## Desktop Guide

- 1) Go to [ERNIE](#) and select “All tools” on the *Tools* area on the right side of the page.
- 2) Once in “All Tools” you can find *ScheduLER* towards the bottom (it's in alphabetical order):



- 3) Once in *ScheduLER*, type “SU” into the *Search Locations* search bar for all study rooms in the Student Union, or type “library” for study rooms within the library only. Select the magnifying glass button or press Enter on your keyboard to load results:

Nothing recently viewed [Help](#)

Select Object: [Locations](#) Saved Searches (optional)

Quick Search ☐ Advanced

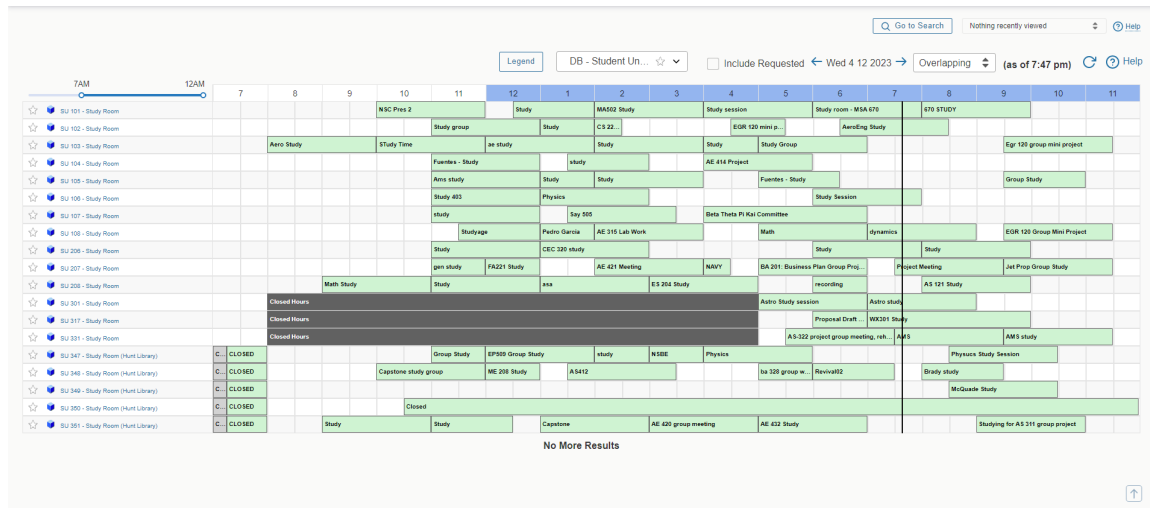
[Hint Type :: to use SeriesQL](#)

[Search has not been saved](#)

[Reset](#) [Save As](#) [Search](#)

Categories + Features + Layouts + Capacity between and

- 4) Once the results are loaded, select “Availability” to see which study rooms are available. Room numbers are listed on the left side, with reservation times on the top. Green bars indicate existing reservations, while white spaces indicate availability. The date can be changed by using the arrows.



- 5) Select any available time slot to begin reserving a room.
- 6) The next page will ask you to fill out information about your booking.
- Name your event in the *Event Name* box
  - Select “DB Study” in the *Event Type* drop down
  - Type in your college under *Primary Organization* (ex: Engineering = X25/DB - College of Engineering)
  - In the *Event Time and Date* section, select your start and end times. You can reserve a room from 30 minutes to 2 hours

This reservation wizard is designed to collect the information needed to make a quick reservation. Please be as detailed as possible when submitting this information.

**\* All requests are subject to approval \***

If you require additional assistance with your request, please visit the Student Union Welcome Desk or contact us at (386) 226-7950.

**Event Name - Required** ⓘ  
Please enter the name that clearly describes what you are requesting.  
Note: Study room requests should describe what you are studying for or the course name.

**Event Type - Required** ⓘ  
Select from Types

**Primary Organization for this Event - Required** ⓘ  
Select the **College** you belong to for study room reservations.

**Note:** If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Search organizations

**Event Date and Time - Required** ⓘ  
Wed 4 12 2023  
8:30 pm  
To:  
9:00 pm

☒ This begins and ends on the same day

- i) (If you need the room longer than 2 hours, have another person reserve it after you or wait until after your booking to reserve it again if available. You are allowed 2 reservations a day.)
- 7) Scroll to the very bottom of the page until you see the *Affirmation* section and check the “I agree box”
- 8) Select “Save”

SU 104 - Study Room Building 610 - Mori Hosseini Student Union - SU Study Room 104 Capacity: 6

Date	Time	Conflicts	Layout	Instructions	Attendance
Wed 4 12 2023	8:30 pm - 9:00 pm	Conflict Details	As Is (6)		

Remove View Occurrences

**Affirmation** - Required  
By checking this box, I agree that I have read, understand, and agree to "terms" outlined in the Campus Event Policies and Procedures.

☒ I agree

**After Saving This Event...**

- ☒ Go To Event Details
- ☐ Create Another Related Event
- ☐ Create A Related Copy of This Event
- ☐ Continue Editing Event
- ☐ Create Another Event

Cancel Preview Save

After these steps you will receive two emails. The first email confirms that the reservation request was received. After the reservation request is reviewed and approved by Student Engagement staff, you will receive a second email with either a confirmation or denial of the reservation. If denied, please try reserving a different room or a different time. Library staff can only verify a reservation. Policies for study room use can be found on the library's website at <https://huntlibrary.erau.edu/about/policies/study-room>

**Things to Know About Booking a Group Study Room:** There is a maximum of two hours per reservation and the requestor can only book up to two reservations per day. If a requestor sends two back-to-back requests for one or multiple rooms on the same day, the second request will be denied. A second request can be approved after the first session concludes. Requests for different study rooms for the same time are not allowed and only the first

request will be approved. Requests sent more than two weeks in advance will be denied. For issues regarding booking a room contact the Student Engagement Office by phone 386-226-6039 or by visiting Student Union Room 214.

*Happy Studying!*