

Study Room Reservation - By Date

1. Go to udpl.org
2. In the hover over the “Using the Library Now” menu
3. Click on the menu option “Study Room Reservations”
4. Click the “Click here to reserve a room” button in the middle of the page:

 [Click here to reserve a Study Room](#)

5. There are two ways to select a room - By Date or By Room.

ROOM BOOKINGS

VIEW: [BY DATE](#) | [BY ROOM](#)

6. By Date will show a calendar of dates when Study Rooms are available to be checked out.

ROOM BOOKINGS

VIEW: [BY DATE](#) | [BY ROOM](#)

To choose a date for your booking, please click on the number of the desired day.

DECEMBER 2021

[< PREVIOUS MONTH](#) | [TODAY](#) | [NEXT MONTH >](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7. Click on the date when you would like to reserve a Study Room.

Study Room Reservation - By Date

- Click on the time when you would like to begin your reservation.
- Click on the time when you would like to end your reservation.

You must click on TWO times in order to create your reservation!

MONDAY, DECEMBER 20, 2021

< PREVIOUS DAY | TODAY | NEXT DAY >

Legend:
Available (Orange)
Unavailable (Grey)
Selected (Green)

EARLY MORNING

6:00 - 6:15	6:15 - 6:30	6:30 - 6:45	6:45 - 7:00	7:00 - 7:15	7:15 - 7:30	7:30 - 7:45	7:45 - 8:00	8:00 - 8:15	8:15 - 8:30	8:30 - 8:45	8:45 - 9:00
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MORNING

9:00 - 9:15	9:15 - 9:30	9:30 - 9:45	9:45 - 10:00	10:00 - 10:15	10:15 - 10:30	10:30 - 10:45	10:45 - 11:00	11:00 - 11:15	11:15 - 11:30	11:30 - 11:45	11:45 - 12:00
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EARLY AFTERNOON

12:00 - 12:15	12:15 - 12:30	12:30 - 12:45	12:45 - 1:00	1:00 - 1:15	1:15 - 1:30	1:30 - 1:45	1:45 - 2:00	2:00 - 2:15	2:15 - 2:30	2:30 - 2:45	2:45 - 3:00
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LATE AFTERNOON

3:00 - 3:15	3:15 - 3:30	3:30 - 3:45	3:45 - 4:00	4:00 - 4:15	4:15 - 4:30	4:30 - 4:45	4:45 - 5:00	5:00 - 5:15	5:15 - 5:30	5:30 - 5:45	5:45 - 6:00
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EVENING

6:00 - 6:15	6:15 - 6:30	6:30 - 6:45	6:45 - 7:00	7:00 - 7:15	7:15 - 7:30	7:30 - 7:45	7:45 - 8:00	8:00 - 8:15	8:15 - 8:30	8:30 - 8:45	8:45 - 9:00
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NIGHT

9:00 - 9:15	9:15 - 9:30	9:30 - 9:45	9:45 - 10:00	10:00 - 10:15	10:15 - 10:30	10:30 - 10:45	10:45 - 11:00	11:00 - 11:15	11:15 - 11:30	11:30 - 11:45	11:45 - 12:00
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CONTINUE

10. Click the blue “Continue” button below the list of times.


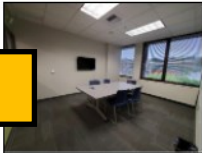
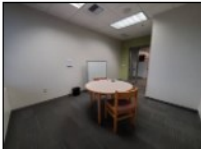

11. You will see a list of available rooms for the date and time you selected. Select one of the rooms and click the blue “Details/Book” button to the right of the room image. This will open a pop-out box.

ROOM BOOKINGS

VIEW: BY DATE | BY ROOM

To select an available room, click “Details”, then “Book.”

MONDAY, DECEMBER 20, 2021 7:00 PM—8:15 PM

	Study Room 1 (Room 209), Upper Dublin Public Library Official Capacity: 4 Booking Period: Between 30 minutes and 2 hours [Details/Book]		Study Room 2 (Room 210), Upper Dublin Public Library Official Capacity: 6 Booking Period: Between 30 minutes and 2 hours [Details/Book]
	Study Room 3 (Room 211), Upper Dublin Public Library Official Capacity: 2 Booking Period: Between 30 minutes and 2 hours [Details/Book]		Study Room 4 (Room 218), Upper Dublin Public Library Official Capacity: 4 Booking Period: Between 30 minutes and 2 hours [Details/Book]

Study Room Reservation - By Date

12. Once you have selected the room you would like to reserve, click “Book this Room” at the bottom right of the box.

MONDAY, DECEMBER 20, 2021 7:00 PM—8:15 PM



Study Room 1 (Room 209), Upper Dublin Public Library
Official Capacity: 4
Booking Period: Between 30 minutes and 2 hours
[\[Collapse Details\]](#)

Study Room #1 is located in Room 209.

This room contains one table and four chairs. It has a TV monitor that can be used to mirror a laptop screen and includes an HDMI cable and instructions for set up. There is also a double-sided whiteboard with markers and an eraser.

Wifi is available via the UDPL_Guest network.

Study rooms shall be left in the same condition as they were found. Courtesy to subsequent users is expected and appreciated.

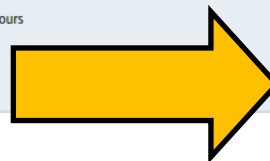
GENERAL AVAILABILITY:

Monday: 10:15 am—8:15 pm
Tuesday: 10:15 am—8:15 pm
Wednesday: 10:15 am—8:15 pm
Thursday: 10:15 am—8:15 pm
Friday: 10:15 am—4:30 pm
Saturday: 10:15 am—4:30 pm

Official Capacity: 4

Booking Period: Between 30 minutes and 2 hours

[Terms & Conditions of usage.](#)



BOOK THIS ROOM

13. Fill in the requested details. Your library card should fill in your information automatically. If it doesn't, fill in the requested details.

****PLEASE NOTE: All details are required in order to reserve a study room through the website.**

To book this room, please provide the following information:

First Name

Last Name

Library Card Number

Email

Telephone

How are you using the study room today? (Study, Meeting, Tutor, or Other)

Terms & Conditions of Usage

I have read the terms and conditions for the use of this room, and agree to abide by them.

CANCEL

CONTINUE

Study Room Reservation - By Date

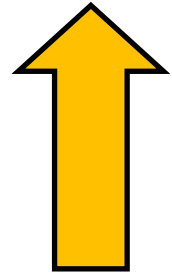
14. Read our Study Room Policy by clicking the “terms and conditions” link and then click the check box next to our Terms & Conditions of Usage statement. Then click the blue “Continue” button to complete your reservation.

Terms & Conditions of Usage

I have read the terms and conditions for the use of this room, and agree to abide by them.

CANCEL

CONTINUE



15. You will also receive a confirmation email shortly after submitting your request.

Any questions or concerns, please contact a library staff member at 215-628-8744