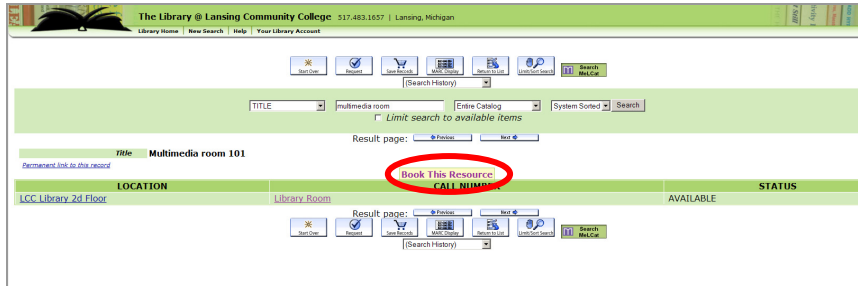


Directions for Booking Library Rooms On-Line

1. Go the library website at <http://www.lcc.edu/library>.
2. Click on the **Library Catalog** link on the left side of the page.
3. Select the Title tab at the top.
4. Type in the search box Group Study Room or Multimedia Room.
5. Click on the room you wish to book.
6. Click on Book This Resource.



7. Fill in the three required boxes in the request form and click on submit.
8. Select a date and time from the pull down lists.
 - Rooms may be booked for a maximum of two hours.
 - Bookings are limited to two per day per person.
 - Rooms may be booked up to one month in advance.
 - Same day bookings must be submitted before the library opens.

Place a booking

TITLE Group study room 209

Select a time:

Begin: Jun 23 2009 03 00 PM

End: Jun 22 2009 05 00 PM

JUNE 2009 Next						
SU	MO	TU	WE	TH	FR	SA
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	22	23	24	25	26	X
X	29	30				

Library closed on X days. No items available on grayed out days.
[View Hourly Calendar](#)

Note:



9. Click on the submit button. A confirmation or room in use page will display.