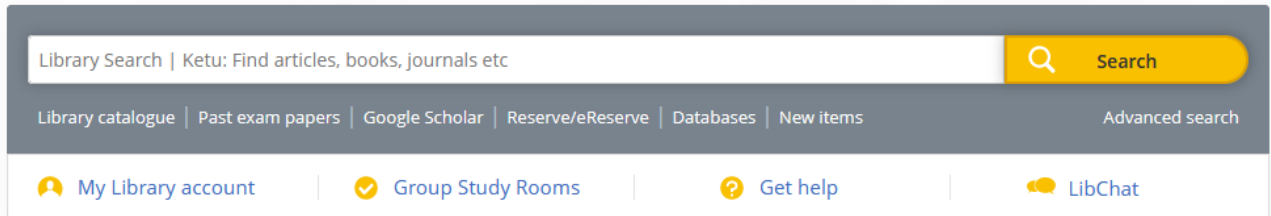


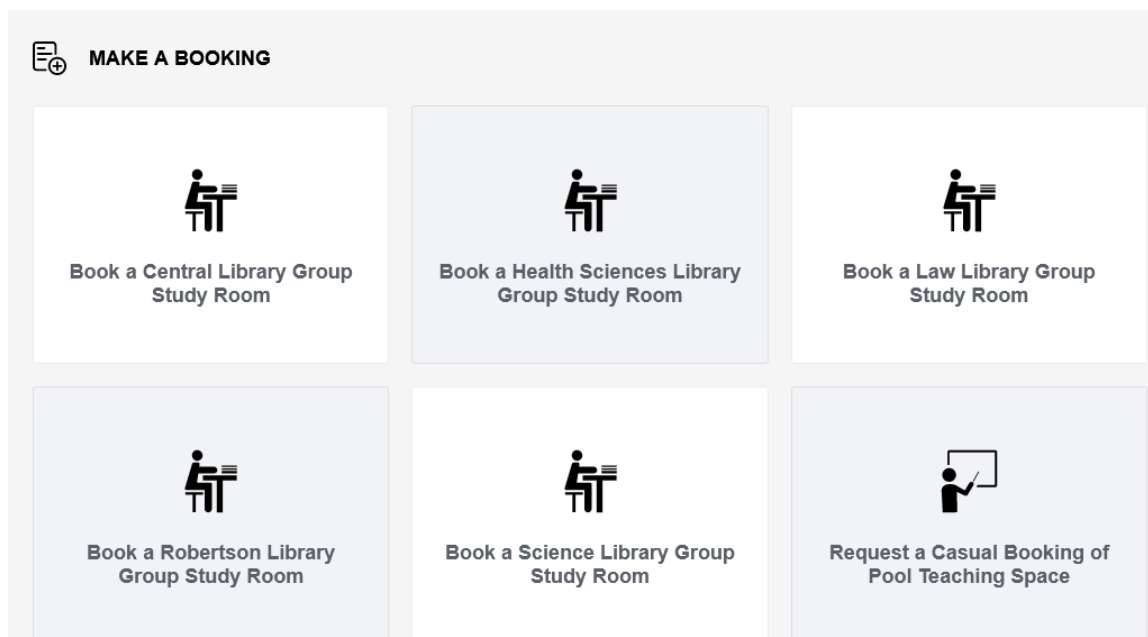
Library Group Study Room bookings via Resource Booker

Resource Booker is used to manage Library Group Study Room bookings.

1. To access click on the Group Study Room link on the Library homepage or go to <https://resourcebooker.otago.ac.nz/>



2. Students will be prompted to login using their university username and password
 - Otago Polytechnic students will need to make a one-off online access request before being able to book GSRs at Robertson. <https://otago.ac.nz/request-resource-booker>
3. Once logged in select which Library you would like to book a room



4. Use the calendar on the right to select the date and time you would like to place the booking and the available rooms will display

REFINE SEARCH

AVAILABLE NOW

February, 2022						
Mo	Tu	We	Th	Fr	Sa	Su
31	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	1	2	3	4	5	6
7	8	9	10	11	12	13

Set a specific time

From:

To:

5. Select the room you would like to book

Start date: 2022-02-16 X	From: 14:00 X	To: 16:00 X
Health Sciences Library GS1.1		①
Health Sciences Library GS1.2		①
Health Sciences Library GS1.3		①
Health Sciences Library GS2.1		①
Health Sciences Library GS2.2		①
Health Sciences Library GS3.1		①
Health Sciences Library GS3.2		①

6. Fill in the room booking form and 'Book'

-Select 'Book on behalf of someone else' and add the email address of anyone else you would like to get a copy of the booking.

HEALTH SCIENCES LIBRARY GS2.1 CLOSE

Booking title*
Booking for Tutorial LIBS 101

From
16/02/2022 14:00 ▼

To
16/02/2022 16:00 ▼

Book on behalf of someone?
ONE EMAIL ADDRESS PER LINE

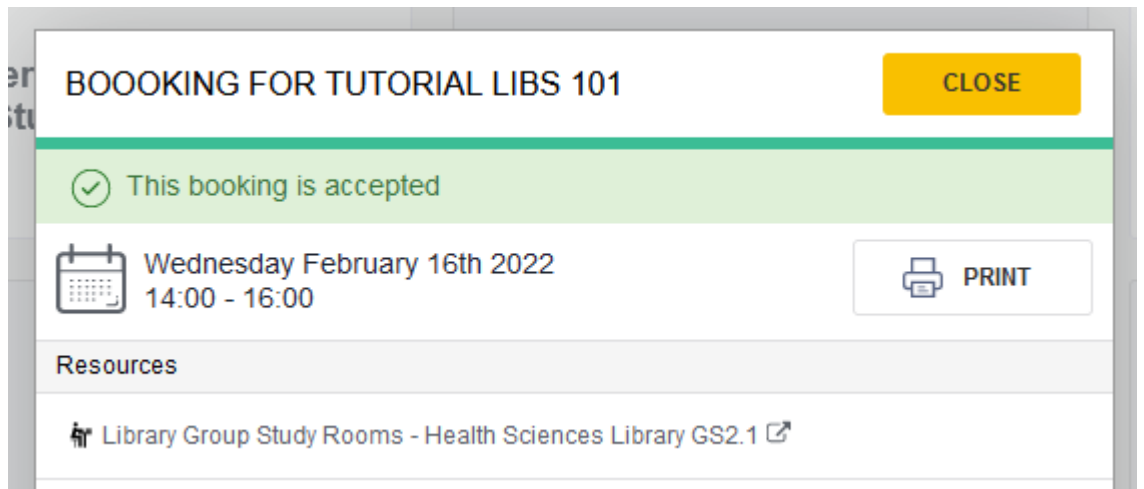
Contact first name*
Jacinda

Contact last name*
Test

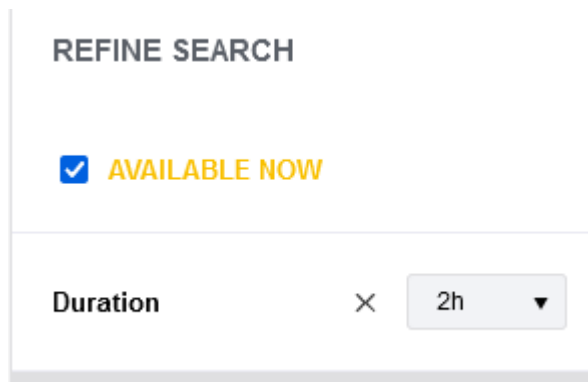
Student ID*
11223344

BOOK

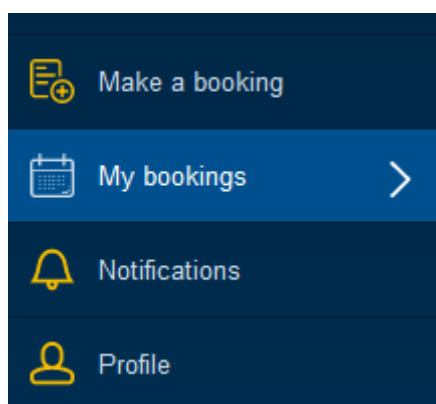
7. A booking confirmation will pop up on the screen and a confirmation will be sent to your email account.



8. Students can also use the 'available now feature' to identify rooms available today.



9. Students can check and manage their bookings by selecting 'My bookings' from the menu on the left



More information about placing and monitoring bookings is available via the University Resource Booker page: <https://www.otago.ac.nz/its/services/software/otago740186.html>

FAQs

- Who can book a Group Study Room?
 - Current University students – University staff cannot book GSRs
 - Otago Polytechnic students can book GSRs at Robertson Library after they have completed a make a one-off online access request.
<https://otago.ac.nz/request-resource-booker>
- How long can a Group Study Room be booked for?
 - Maximum booking is three hours
- How far in advance can I book a Group Study Room?
 - Rooms can be booked up to one week in advance
- I can't place a booking where can I get help?
 - Please contact ask@otago.ac.nz for help with the GSR bookings
- How can I view my Group Study Room bookings?
 - Your bookings will appear on the 'My bookings' screen (see menu options)