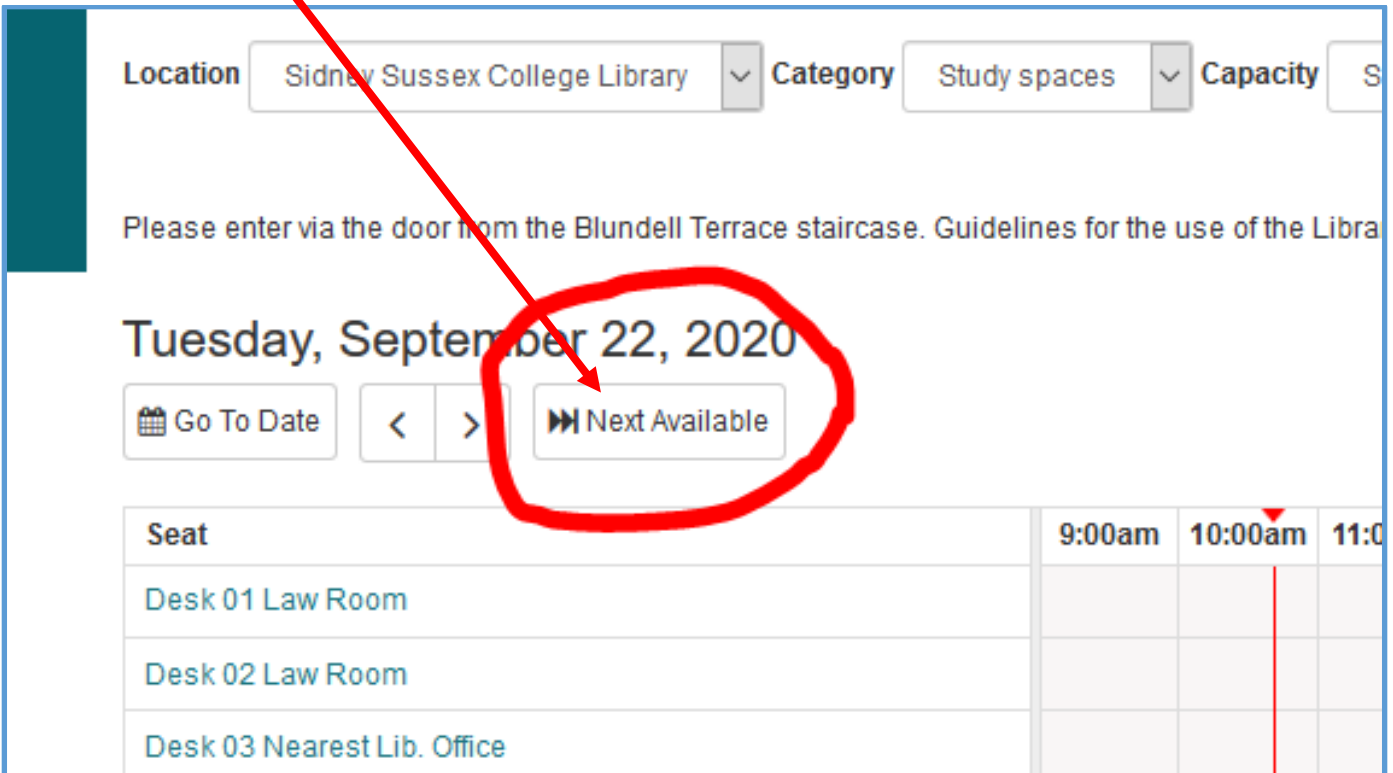


## Using the [LibCal seat booking system](#)

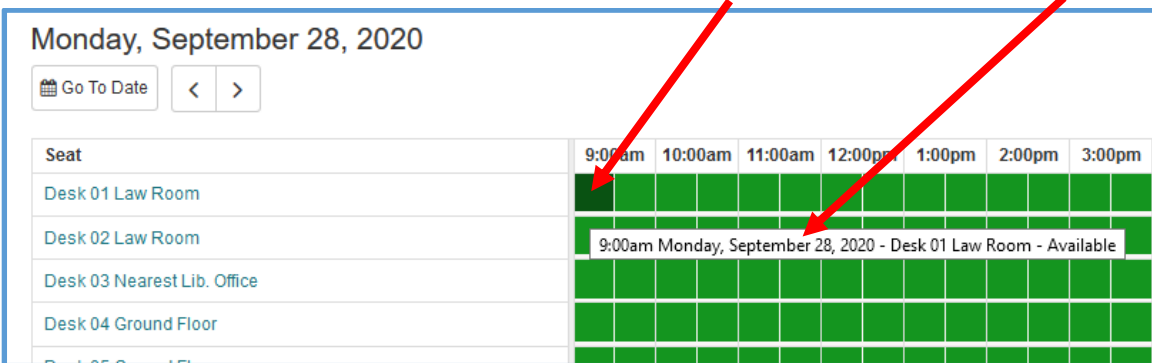
Click the “Next Available” button to see which slots are available to book.



Location  Category  Capacity

Seat	9:00am	10:00am	11:00am
Desk 01 Law Room			
Desk 02 Law Room			
Desk 03 Nearest Lib. Office			

The day is divided into half-hour slots. Hover over the slot to confirm the start time.



Monday, September 28, 2020

Seat	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Desk 01 Law Room							
Desk 02 Law Room							
Desk 03 Nearest Lib. Office							
Desk 04 Ground Floor							

9:00am Monday, September 28, 2020 - Desk 01 Law Room - Available

Please start by booking no more than 3 hours per day. It will soon become clear what the level of use is, and if the Library is comparatively deserted, you may book further time. Please be considerate, and all will run smoothly. **The main period of Library cleaning will be 7:30am – 8:30am. Please do not book a seat during that time, and preferably not during the two-hour period 7:00am – 9:00am, so that Housekeeping staff can make a quick and efficient job of cleaning.** If you happen to be at a desk as staff arrive to clean it, please vacate the space and remove your things from the desk.

Please note that to cancel a booking, you will need the “Your booking has been confirmed” email sent to you by the system. That email contains a cancellation link.