Reserving a Goizueta Business Library Group Study Space

http://business-emory.libcal.com/booking/gbl-rooms

OR click the link on the GBL homepage

Booking Rules:

- You may select a maximum of four (4) time boxes per booking ~ **two hours total**.
- Reservations are for **three (3) or more** people per room.
- Rooms are for Goizueta Business School staff, students and faculty only.

To reserve a study space, click available green time box(es).

To view each space and see what technology is available, hover over the i symbol to the right of the room.

Within a few minutes you will receive a confirmation email from alerts@mail.libcal.com

Click **Continue** to acknowledge you have read and agree to the Booking Rules above.

Click **Submit Time Slots**

At the Confirm Booking page, enter the first and last name of the person booking the room.

Click **Submit my Booking**

Within a few minutes you will receive a confirmation email from alerts@mail.libcal.com, requiring you to confirm or cancel your booking

**NOTE:** This booking is tentative only! You must click on the emailed confirmation URL within 30 minutes to reserve your study space or your booking will disappear.

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