How To: Reserve a Study Room

In Rod Library

1. Go to the Rod Library website: https://library.uni.edu
2. On the main page, select “Reserve a Room”
3. Click “Log In” in the top right corner of the page
4. Log in using your CatID and password (the same as your UNI email log in information)
5. Click on the Calendar icon at the top of the page and select the date you want to reserve a room
6. Drag your mouse over open (white) squares during the time you would like to make your reservation.
   *Note: Reservations cannot be longer than 3 hours*

7. Once you have selected a time, you can review the materials and restrictions for the room. If you would like a different room, you can select “Change” and choose a different room.
8. Then, fill out the reservation information. You should include your name somewhere.

9. When you are finished, click on the green “Create” button in one of the right-hand corners. You will receive this message.

![Image of reservation screen]

Your reservation was successfully created!
Your reference number is 6fd91bc8e094b587371104

Dates: 01/25/2021
Resources: Study Room 310

To Edit or Cancel a Reservation:

1. Select your reservation from the time calendar
2. Once you open the reservation, you can edit it or cancel it. If you want to keep a reservation but change the time, room, or description, you can do that here. If you want to cancel the reservation, use the drop menu in the top right-hand corner to click “Delete”

3. You can give a reason for cancelling or leave this blank before clicking “Delete”

4. You should receive this message when you have cancelled the reservation

Your reservation was removed

Close