Reserving a group study room

In this short video, you will learn how to reserve a study room at the Sacred Heart University library.

The library has study rooms that groups can check out for up to 3 hours per day. A group is considered to be 2 or more current SHU students. To reserve a group study room click on the “Reserve a Group Study Room” link in the “Popular Links” box on the library’s homepage.

On the Student Study Rooms page you will see a calendar on the left hand side as well as a chart for the rooms available for the current day. You can reserve rooms in advance or on the day of, although you may want to plan ahead, as availability may be limited during peak times of the semester, like midterms and finals. When you have decided about the date and time you want, select it from the chart. Green means available and red means another group has booked it.
When you have made your selections, double check the Booking Details to make sure the appropriate times are selected and then Click “Continue”. Fill out the form with your name and email address. You must use your Sacred Heart email to reserve study rooms.

Once you click “Submit my Booking”, you will receive an email confirmation. When you arrive for your scheduled time, check in with the circulation desk. If you do not show up within 15 minutes of the start time, your room may be given to another group.
Honors Students on the current honors list can also book single study rooms. On the same Student Study Rooms page, select Honors Students from the drop down menu above the calendar. There is a maximum of 3 hours per day per student.

If you have any further questions about booking study rooms, feel free to contact us at the library!