

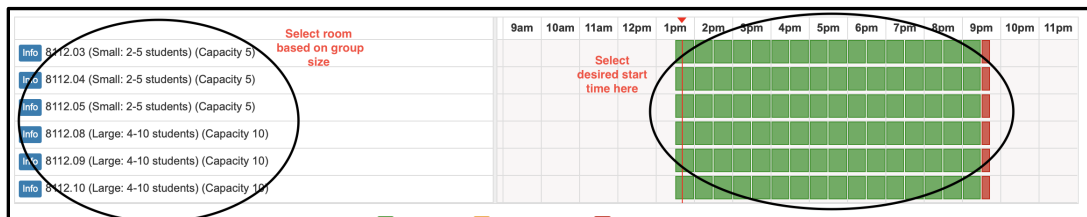
How to Reserve a Group Study Room - Instructions

1. Go to library.austincc.edu
2. Under **For Students**, select **Reserve a Group Study Room**.

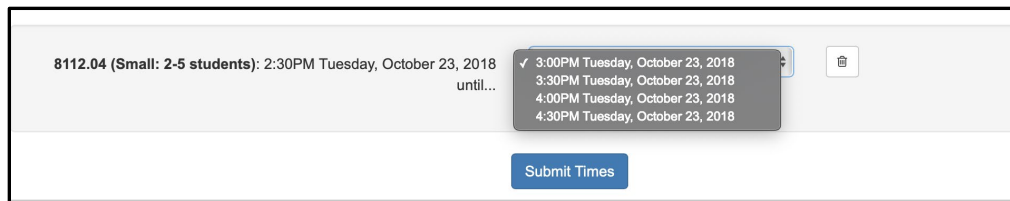
FOR STUDENTS

- [Chat with a Librarian](#)
- [Check out Library Material](#)
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- [Get Assignment & Expert Research Help](#)
- [A-Z List of Databases](#)
- [Research/Subject/Class Guides](#)
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- **[Reserve a Group Study Room](#)**
- [Student Learning Success](#)
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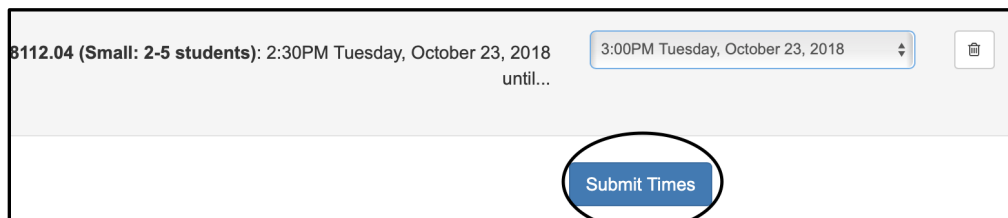
3. Select the **preferred campus link**.
4. Click **Go To Date** or click on **green available time** on the calendar to choose a date/time.
5. Choose desired room (based on group size) and select desired start time.



6. Towards bottom of page (select dropdown), **select duration of reservation**, up to 2 hours from start time.




7. Click **Submit times**.



8. Review Booking details and Read Terms and condition information.

9. **Click Continue** on Terms and Conditions page.

Item	Category	From	To	
 8112.04 (Small: 2-5 students)	Group Study Rooms	2:30PM Tuesday, October 23, 2018	3:00PM Tuesday, October 23, 2018	Change

Round Rock ACCelerator: Terms & Conditions
Group Study Rooms are available for groups of two or more currently enrolled ACC students studying for ACC courses.
All faculty, staff, and third party requests must be made through the ACCelerator Reservation Form located at the following website:
<http://www.austincc.edu/students/accelerator>
Please bring ACC ID with you.
ACCelerator Services reserves the right to cancel a group study room reservation.
To learn more about the RRC ACCelerator Group Study Room policy, please follow the below link:
https://docs.google.com/document/d/1dUH-Urjkw_Lx3dNYEFILHGGOVWzyblouc_IQ0z2-GA/edit

[Continue](#)

10. Enter **FIRST and LAST names**.

11. Enter **ACC student email**. (Must end in g.austincc.edu)

12. Choose **number of students** in group.

Fill out this form to complete your reservation.

Full Name *

Email *
Enter @g.austincc.edu addresses only

Number of students in your group *

[Submit my Booking](#)

13. Click **Submit my Booking**.

14. **To confirm or cancel booking please see your ACC email.**

After confirming booking:

- Please **go to Ask a Librarian desk to check in.**
- Please **bring your ACC ID card.**