

Booking a Study Room in Curzon



- Go to <https://libcal.bcu.ac.uk/reserve/curzon>
- A list of study rooms will appear with the current day shown. Use the > arrow or Go To Date button to select a future day (up to 3 weeks in advance).
- Once you have selected the date, select the room and time slots required. Available slots are shown in green, booked slots are shown in red.
- The booking details are shown at the foot of the screen. By default bookings are for 1 hour. The booking period can be changed by clicking the dropdown next to the until time. The maximum amount of time you can book a room is 2 hours in a 24 hour period (from the time a booking ends).
- Press the Submit button. Check the booking details and amend if necessary then press Continue. Enter your name and your University email address and press Submit my Booking.
- **A confirmation email will be sent to your University email address.** Click the unique link in the e-mail within **1 hour** to confirm your booking. **If you do not confirm your booking the room will not be booked for you.** *The email may go to your junk mail or clutter folder. If you do not see it in your Inbox, please check there.*
- If you need to cancel or amend your booking. You can do so by clicking the link in that email.