

New This Fall – Booking a Seat or Study Room Space

This fall, Haub Law has invested in a program that will allow students to book a seat in areas that have been established to assist commuting students in particular with finding a place on campus to study or attend a remote class. The program is similar to the study room booking program that returning students are used to. Please follow the instructions and the rules below when making a reservation.

1. Go to <https://libcal.law.pace.edu/r>
2. Click on Reserve



3. Choose your location. Once you select a location the zone field will automatically populate. Spaces are located in the following areas:
 - a. Gerber Glass Law Center - Study Rooms – on the Second Floor of Gerber Glass
 - b. Gerber Glass Law Center – 2nd and 3rd Floors
 - c. Law Library Stacks – This includes all 5 levels of stack seating.

- d. Preston Hall Study Space
- e. Aloysia Hall Study Space

New Reservation

Location	Select a Location
Zone	Select a Location
Category	Gerber Glass Law Center - Study Rooms Gerber Glass Law Center - 2nd & 3rd Floors Law Library Stacks Preston Hall Study Space Aloysia Hall Study Space
Capacity	Select the capacity
Accessible	<input type="checkbox"/> An accessible space/seat is required.
Show Availability	

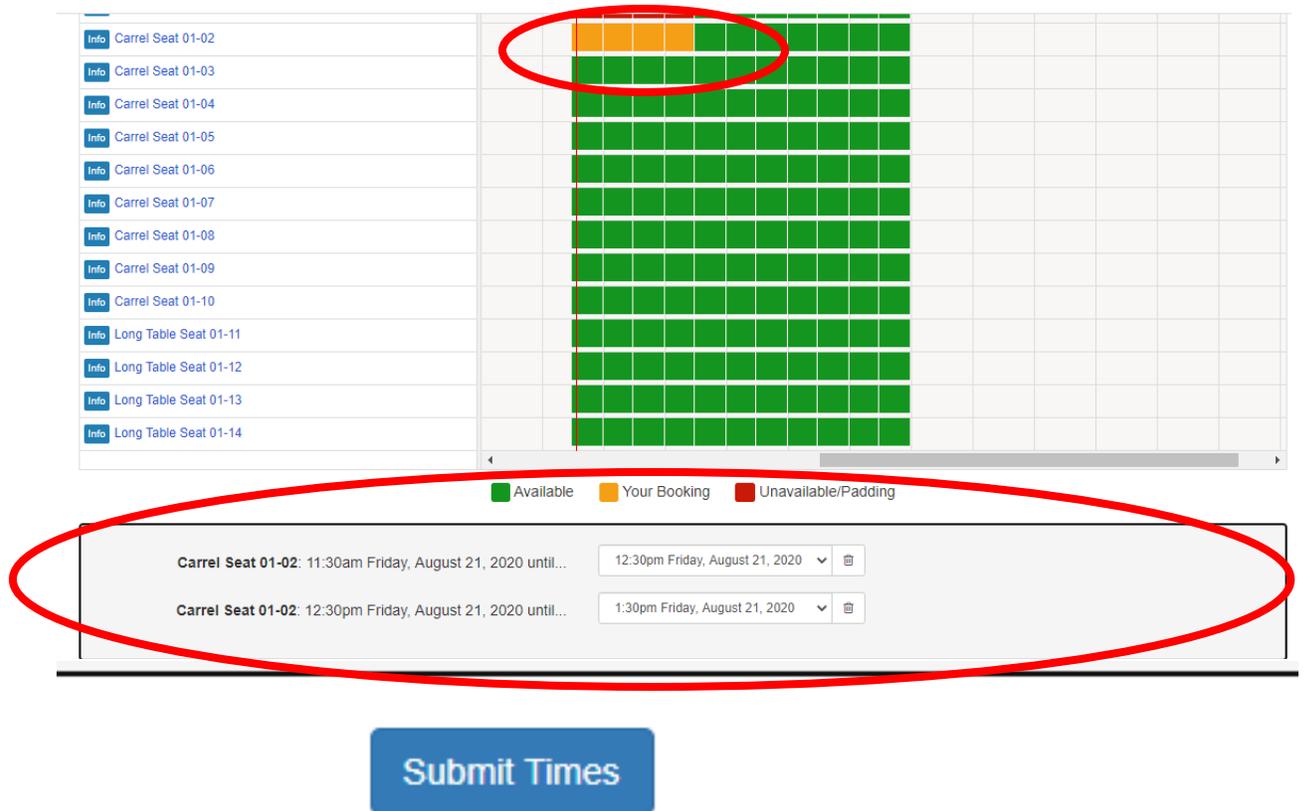
4. Choose your category. This could be a specific classroom, stack level, etc.

New Reservation

Location	Law Library Stacks
Zone	stack area seating
Category	Show All
Capacity	Show All
Accessible	1st floor seats 2nd floor seats 3rd floor seats 4th floor seats 5th floor seats
Show Availability	

5. Once you have completed your selections click on on Show Availability.

7. Once you make your selection, the boxes will turn yellow and you will see your reservation information at the bottom of the screen. Click on Submit Times.



8. You will see a screen with the Terms and Conditions for the seat or room. Please read them and then select Continue.

Booking Details

Item	Category	From	To	
Carrel Seat 01-02	1st floor seats	11:30am Friday, August 21, 2020	1:30pm Friday, August 21, 2020	Change

[Law Library Stacks: Terms & Conditions](#)

Thank you for reserving your study seat in the Law Library stack seating area. Reservations are accepted by the system on a first come, first served basis.

- Students can reserve a seat for up to 4 hours at a time, max. of 12 hours per day. All reservations end when the Law Library stack area closes.
- Use your @law.pace.edu or @pace.edu email address when making a reservation.
- You will receive an email requesting confirmation of the reservation. You must reply to this email and confirm the reservation within 15 minutes or the seat will not be held for you.
- Use the QR code at your seat to checkin when you arrive and checkout when you leave.
- Do not move chairs or other furniture.

[1st floor seating: Terms & Conditions](#)

[Continue](#)

9. Fill in your name and email address. You must use either your @law.pace.edu or @pace.edu email address to reserve a space. If you try to use another email you will not be able to reserve a space. Then click **Submit My Booking**.

Booking Details

Item	Category	From	To	
Carrel Seat 01-02	1st floor seats	11:30am Friday, August 21, 2020	1:30pm Friday, August 21, 2020	Change

Fill out this form to complete the booking.

Full Name *

Email *

Enter @law.pace.edu and @pace.edu addresses only

[Submit my Booking](#)

10. You will get a confirmation message on the screen.

Thank you!

The following reservations were made:

Law Library Stacks >> stack area seating >> 1st floor seating
Carrel Seat 01-02: 11:30am - 1:30pm, Friday, August 21, 2020

You will receive an email confirmation at dheller2@law.pace.edu. Please check your spam folder or contact the library with any questions.

[Make Another Booking](#)

11. You will receive an email message from Libcal asking you to verify your booking. You must verify your booking within 15 minutes in order to fully reserve your seat. Click on the first link to verify.

Reply Reply All Forward IM

Fri 8/21/2020 11:46 AM

LibCal <alerts@mail.libcal.com>
Please verify your booking!

To: Heller, Deborah L.

Action Items + Get more

Hi Deborah,

Please verify your booking within 15 minutes by visiting:
https://libcal.law.pace.edu/equipment/confirm/cs_1peK6ZSm

The following bookings have been submitted:

Law Library Stacks >> stack area seating >> 1st floor seating
Carrel Seat 01-02: 11:30am - 1:30pm Friday, August 21, 2020.

To cancel this booking visit: https://libcal.law.pace.edu/equipment/cancel?id=cs_1peK6ZSm

Thank you for using LibCall

12. You will be taken to a page that details your booking. Click on Verify email to complete the reservation.

LibCal: Verify your Booking

Item	Category	From	To
Carrel Seat 01-02	1st floor seats	11:30am Friday, August 21, 2020	1:30pm Friday, August 21, 2020



13. You will see a Green box that says Booking Verified.

LibCal: Verify your Booking

Item	Category	From	To
Carrel Seat 01-02	1st floor seats	11:30am Friday, August 21, 2020	1:30pm Friday, August 21, 2020

Booking verified! Check your email for more information.

[Make Another Booking](#)

14. You will receive another email from Libcal stating that your booking is confirmed and providing you with a link and a code for when you check-in.

Reply Reply All Forward IM

Fri 8/21/2020 11:51 AM
LibCal <alerts@mail.libcal.com>
Your booking has been confirmed

To: Heller, Deborah L.

Booking_18834348.ics
1 KB

Hi Deborah,

The following bookings have been confirmed:

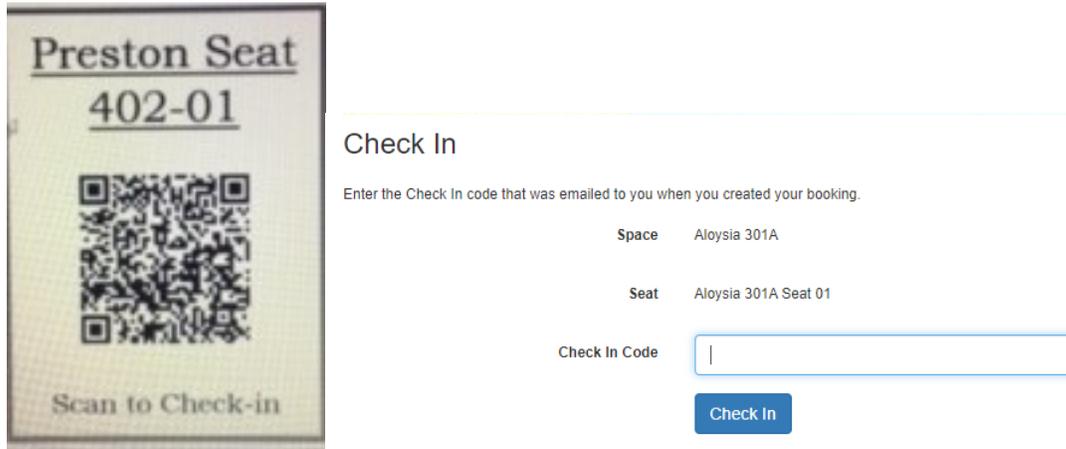
Law Library Stacks >> stack area seating >> 1st floor seating
Carrel Seat 01-02: 11:30am - 1:30pm Friday, August 21, 2020.

When you arrive for your booking:

1. Scan the QR code next to your space (if QR code is available), or [click this link](#) to check in
2. Enter this code: **T7R**

To cancel this booking visit: https://libcal.law.pace.edu/equipment/cancel?id=cs_1peK6ZSm

15. When you arrive at your seat, you will see a QR code, with the seat label. You can either use the link in the email and the 3 character code to check-in, or you can scan the QR code with a QR reader and then enter the 3 character code to check-in.



16. Once you check-in you will see a message and a button that can be used to check out when you are ready to leave.



Please keep in mind the following information and rules:

- Seats may be booked for up to 4 hours at a time by each student. Each student may book a seat up to 3 times a day.
- Study Rooms may be booked by up to 2 hours at a time by each student. Each student may only book a study room once each day.
- Study Rooms may not be occupied by more than 2 people at a time.

- You may not move any of the furniture. The furniture has been spaced to ensure the appropriate social distancing.
- Reservations may be made up to 1 week in advance.
- Please ensure that you go to the exact seat/study room you have booked. The QR codes at each seat also have information about which seat you are at.
- If you have not reserved a seat in advance, you can go to one of the signs that are located throughout the spaces, which have a QR code to take you to the reservation page.