HOW TO BOOK AN LLC STUDY ROOM
from the Library website
www.victoria.ac.nz/library

1 From the ‘HOW DO I?’ drop-down menu, select ‘Book a Group Study Room’

2 Scroll down and click on ‘Language Learning Centre’
3 Select the **date, time and room**, fill in the online **form**, then **submit** your booking

- Remember to include a short description of your planned activity
- You may book a maximum of 2 hours per day ( = 4 x 30-minute periods)

4 Confirm your booking within four hours of submitting it

- To confirm, click on the verification **link** sent to your email address
- If you can’t find the confirmation email, check your ‘junk’ folder
- If you don’t confirm your booking within four hours, it will automatically be cancelled
- The same confirmation email has a link for cancelling the booking too, in case you need to do this