

Anderson Academic Commons Group Study Room Reservation Instructions

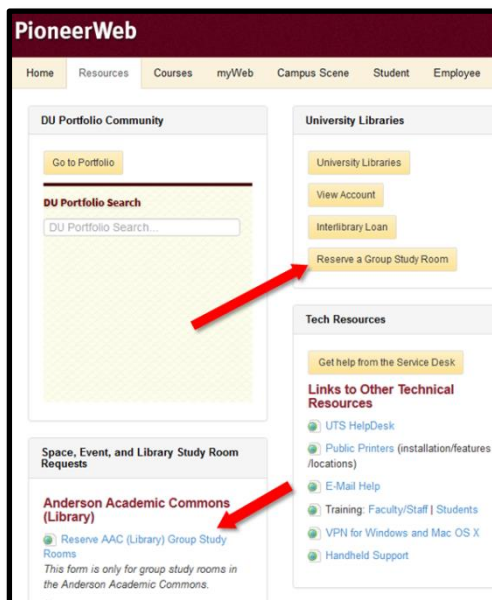
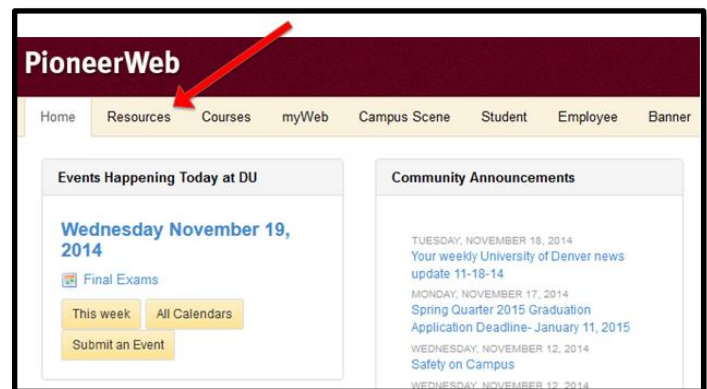
Note: These are directions for using the Group Study Room Reservation Form. Group study rooms can also be reserved in person by using the electronic reservation panel outside of each room.

Step 1: Access the Group Study Room Reservation Form

The form can be accessed from *either* PioneerWeb (<http://pioneerweb.du.edu>) or the University Libraries website (<http://library.du.edu>).

From [PioneerWeb](http://pioneerweb.du.edu):

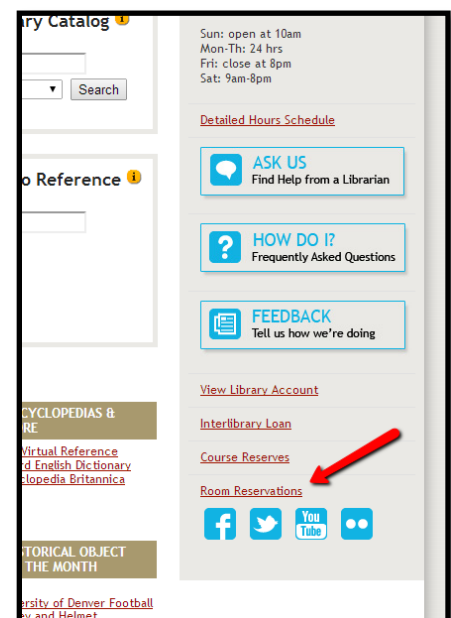
1. Log in using your DU ID and password.
2. Click on the **Resources** tab.



2. Click either **Reserve AAC (Library) Group Study Rooms** under Space, Event, and Library Study Room Requests **OR** **Reserve a Group Study Room** under University Libraries.

From the [University Libraries Website](http://library.du.edu):

1. Click on the Room Reservations link on the bottom-right side of the page.



2. On the Room Reservations page, click **Reserve** in the Group Study Rooms section

3. Log in with your DU ID and password.

UNIVERSITY LIBRARIES
Room Reservations

The Anderson Academic Commons offers a variety of dynamic meeting spaces, including 32 group study rooms, six seminar rooms, and a large events room. Below you'll find descriptions of our event and meeting locations, as well as room reservation policies and procedures. To find room locations in the Anderson Academic Commons, take a look at the [AAC map](#).

Note: The seminar and event rooms require library approval prior to booking. Room reservation and technology fees may apply. See below for details.

If you have any questions about reserving a room in the Anderson Academic Commons, contact:

Tina Hefty
Scheduling Coordinator
Anderson Academic Commons, Room 370
Phone: 303-871-4939
Email: tina.hefty@du.edu

GROUP STUDY ROOMS

Capacity: Varies from 2-16
Reserve

- DESCRIPTION & PHOTO
- POLICY
- HOW TO RESERVE

Step 2: Provide Basic Information

Enter basic information about your event into the form, including:

- Event Name
- Start Date and End Date (typically the same)
- Brief Description

Home > Services > Study Room Reservation

Study Room Reservation

Hello

Please fill out the form below to reserve a room in the Anderson Academic Commons.

Room Reservations

Event Name:

Start Date:

End Date: (Typically, Start Date & End Date are equal)

What will you be using the room for?

Step 3: Review Library Hours

Click on the **Library Hours** link to be sure your reservation is for a time that the AAC is open. This will open a new browser window. Then return to the Group Study Room Reservation Form.

What will you be using the room for?

Search for a Room

Please see [Library Hours](#) to confirm availability before making your reservation.

Step 4: Choose a Room

1. Click on **Display Rooms Matching These Criteria**.

Search for a Room
Please see [Library Hours](#) to confirm availability before making your reservation.

Display Rooms Matching These Criteria

After submitting this form, you will receive an automatic email confirming your reservation.

[Read this prior to submitting your reservation](#)

Submit Your Room Reservation Request

2. Review the available rooms for the day you requested. Boxes in white and blue show times that are available. Boxes in pink show times that are not available.

To see additional rooms, click **Next** at the bottom of the schedule, or click **Show 50 Entries** at the top of the schedule.

3. When you've picked the right room for you, click on the link to **Select this Room**.

Display Rooms Matching These Criteria
Search Results for 01/23/2014

Show 10 entries

Room Capacity	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
AAC 329																							
AAC 331																							
AAC 332																							
AAC 333																							
AAC 336																							
AAC 310																							
AAC 311																							
AAC 314																							
AAC 315																							
AAC 316																							

Showing 1 to 10 of 31 entries

Legend: **Highlighted** times are Reserved

Step 5: Confirm and Submit Your Reservation

1. The selected room's schedule will appear. Confirm the date, name, and capacity listed.

2. Enter the Start Time, End Time, and Headcount.
Note: Reservations should not exceed 4 hours. The expected head count shouldn't be more than the room's capacity.

Selected Room(s)

	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
--	---	---	---	---	---	---	---	---	---	----	----	----	---	---	---

Reservation Date: 01/23/2014
Room Name: AAC 336
Full Name: Anderson Academic Commons - Room 336 - Small Group Study
Capacity: 4
Room reservations are restricted to 4 hours.
Start Time: 03:00 PM
End Time: 04:00 PM
Headcount:
[Select a Different Room](#)

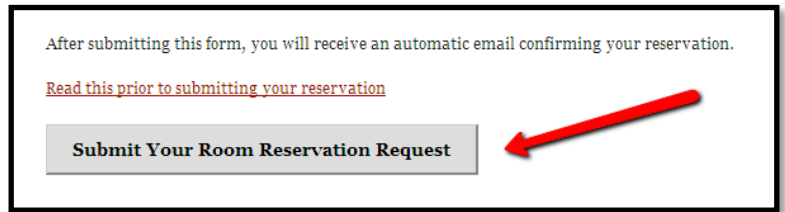
3. Click the link that says **Read this prior to submitting your reservation**, then read the policies.

After submitting this form, you will receive an automatic email confirming your reservation.

[Read this prior to submitting your reservation](#)

Submit Your Room Reservation Request

4. Click the button to **Submit Your Room Reservation Request**.



5. Wait while your reservation is processed. You will receive a confirmation message on the screen when your reservation is complete. You will also receive an email confirming your reservation.

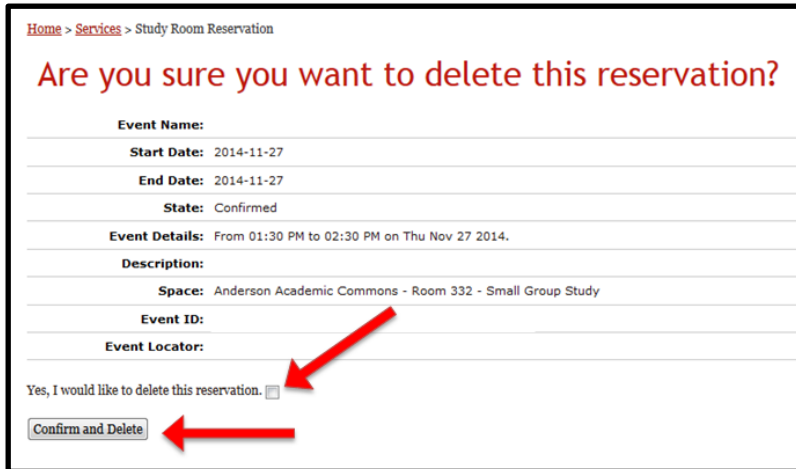
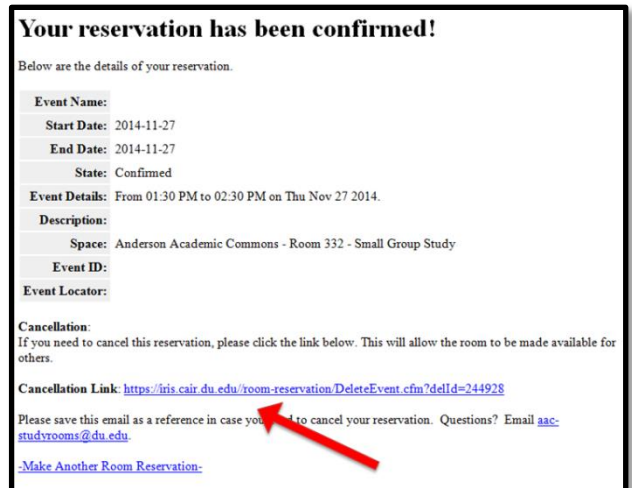


6. Remember to log out!

To CANCEL Your Reservation

1. In your confirmation email, there is a link to cancel your reservation. Click on that link.

2. The PioneerWeb login screen will appear in your Internet browser. Log in with your DU ID and password.



3. Check the box next to "Yes, I would like to delete this reservation." Then, click **Confirm and Delete**.

Questions?

Send us an email at: aac-studyrooms@du.edu