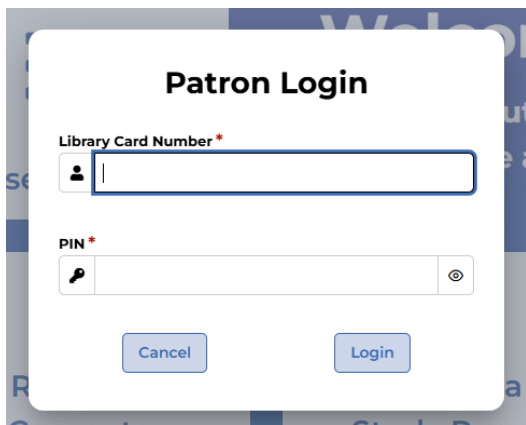# Booking Study Rooms

Prescott Public Library has four study rooms available for up to 120 minutes per party each day. The Valentine, Davis, and Reti rooms each have a two-person occupancy limit, while the POD has a one-person occupancy limit. Study rooms may be reserved up to 7 days in advance. For convenience, a reservation kiosk is available on the second floor of the library across from the checkout desk. Reservations may also be made online.

BOOKING ONLINE:

1. On your computer or mobile device, go to https://prescottlibrary.info/ then select the tab for "**Services**." Under the "Community Spaces" section, select "**Study Rooms.**"
2. Scroll to the "Book a Study Room Online" section and click the link for the online booking website.
3. From the welcome page, click "**Reserve a Study Room**"
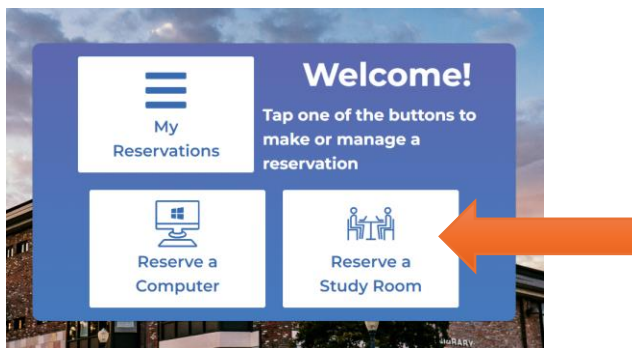
4. When prompted, enter your library barcode and 4-digit PIN then select "login" or hit the enter key.


5. Select "**Calendar**" to view all room availability.
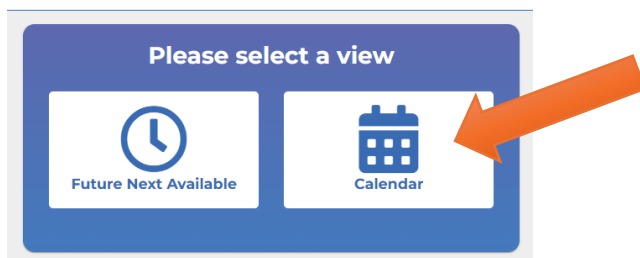
6. Click on the box corresponding to the desired room and time you would like to begin your reservation. Reservations will default to a 1 hour duration if available and no less than 30 minutes if a full hour is not available. Other patrons' reservation times will be indicated on the calendar with a light blue box. To reserve 120 minutes, you will need to make 2 bookings.

7. Review and accept the Library Study Rooms Use Policy and confirm or cancel your reservation.

TO VIEW OR CANCEL YOUR BOOKINGS:

1. From the welcome page, click "**My Reservations**"
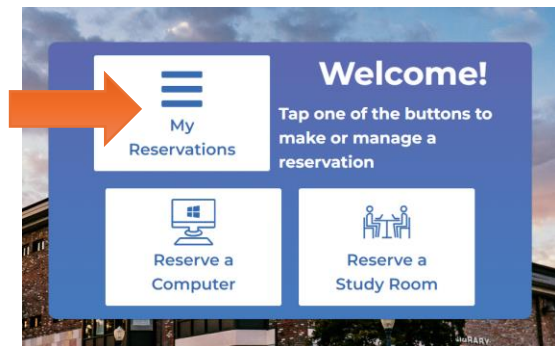
2. When prompted, enter your library barcode and 4-digit PIN then select "login" or hit the enter key.
3. All your current/future reservations will be listed, showing the name of the room under "Resource Name" and the time of the reservation. Select the "Actions" button to delete a reservation. "Edit" will only show you details of your reservation. No changes to the booking can be made from this menu.

For questions or assistance with booking, visit or call the Ask a Librarian desk at 928-777-1526.