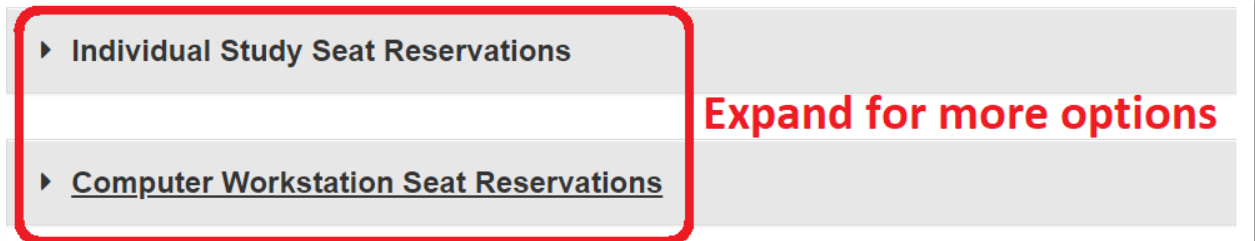


Reserving at seat at Grainger

- Go to this site: <https://wordpress.library.illinois.edu/enx/individual-seat-reservations/>
- Choose the appropriate type of reservation – Study Space or Computer Workstation – and click to expand the options



▶ Individual Study Seat Reservations

▶ Computer Workstation Seat Reservations

Expand for more options

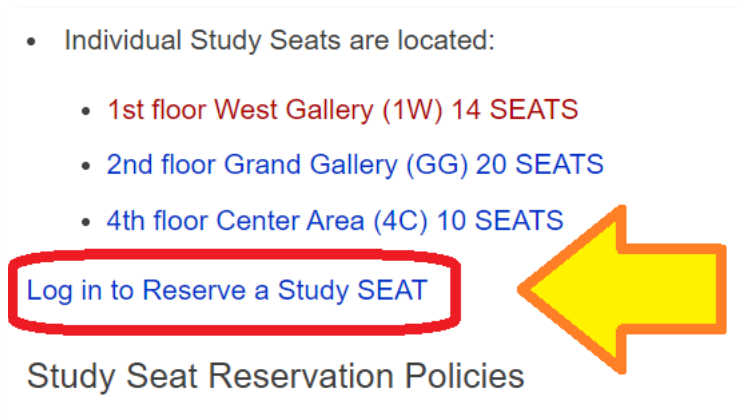
- For a seat, you may wish to click one of the links to see where it's located in the building.



- 1st floor West Gallery (1W) 14 SEATS
- 2nd floor Grand Gallery (GG) 20 SEATS
- 4th floor Center Area (4C) 10 SEATS

Click these links to see where the available seats are located

- When you're ready to reserve your seat, click the link pictured below:

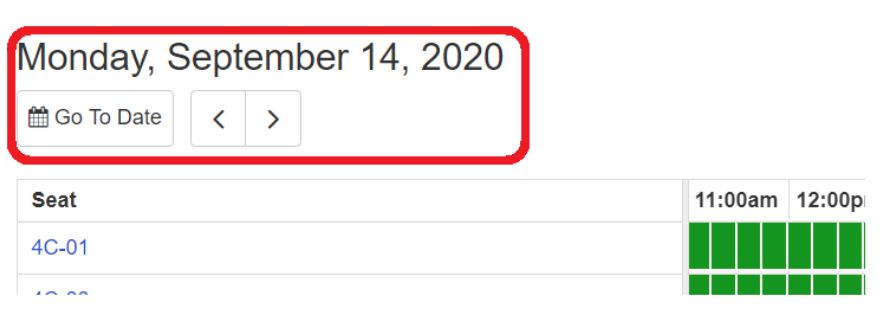


- Individual Study Seats are located:
 - 1st floor West Gallery (1W) 14 SEATS
 - 2nd floor Grand Gallery (GG) 20 SEATS
 - 4th floor Center Area (4C) 10 SEATS

Log in to Reserve a Study SEAT

Study Seat Reservation Policies

- Make sure you select the date you want to reserve your seat:



Monday, September 14, 2020

Go To Date < >

Seat	11:00am	12:00p
4C-01	■	■
4C-02	■	■

- Choose a starting time from the grid for your appointment. Red blocks are booked. Green blocks are open.

Seat	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
4C-01	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-03	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-05	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-08	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-13	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-14	Green	Green	Red	Green	Green	Green	Green	Green	Green
4C-15	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-16	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-17	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-18	Green	Green	Green	Green	Green	Green	Green	Green	Green

- Your selected time should now show up as orange like so:

4C-13	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-14	Green	Green	Red	Green	Green	Green	Green	Green	Green
4C-15	Green	Green	Green	Orange	Green	Green	Green	Green	Green
4C-16	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-17	Green	Green	Green	Green	Green	Green	Green	Green	Green
4C-18	Green	Green	Green	Green	Green	Green	Green	Green	Green
GG-03	Green	Green	Green	Green	Green	Green	Green	Green	Green
GG-04	Green	Green	Green	Green	Green	Green	Green	Green	Green
GG-05	Green	Green	Green	Green	Green	Green	Green	Green	Green
GG-06	Green	Green	Green	Green	Green	Green	Green	Green	Green
GG-07	Green	Green	Green	Green	Green	Green	Green	Green	Green
GG-08	Green	Green	Green	Green	Green	Green	Green	Green	Green
GG-09	Green	Green	Green	Green	Green	Green	Green	Green	Green
GG-10	Green	Green	Green	Green	Green	Green	Green	Green	Green

Legend: ■ Available ■ Your Booking ■ Unavailable/Padding

- Scroll down to just under the colored blocks to set the length of time for your reservation:

< 1 2 3 >

■ Available
 ■ Your Booking
 ■ Unavailable/Padding

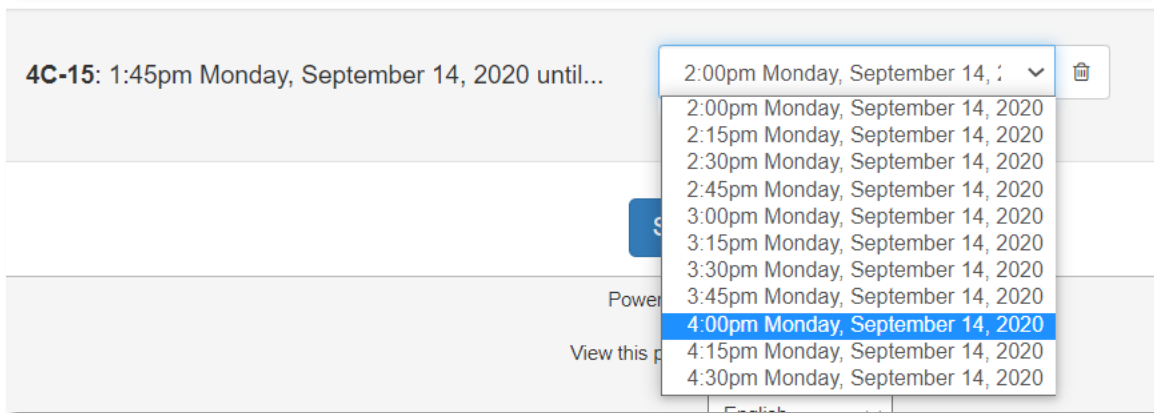
4C-15: 1:45pm Monday, September 14, 2020 until...

2:00pm Monday, September 14, : ▼ 🗑️

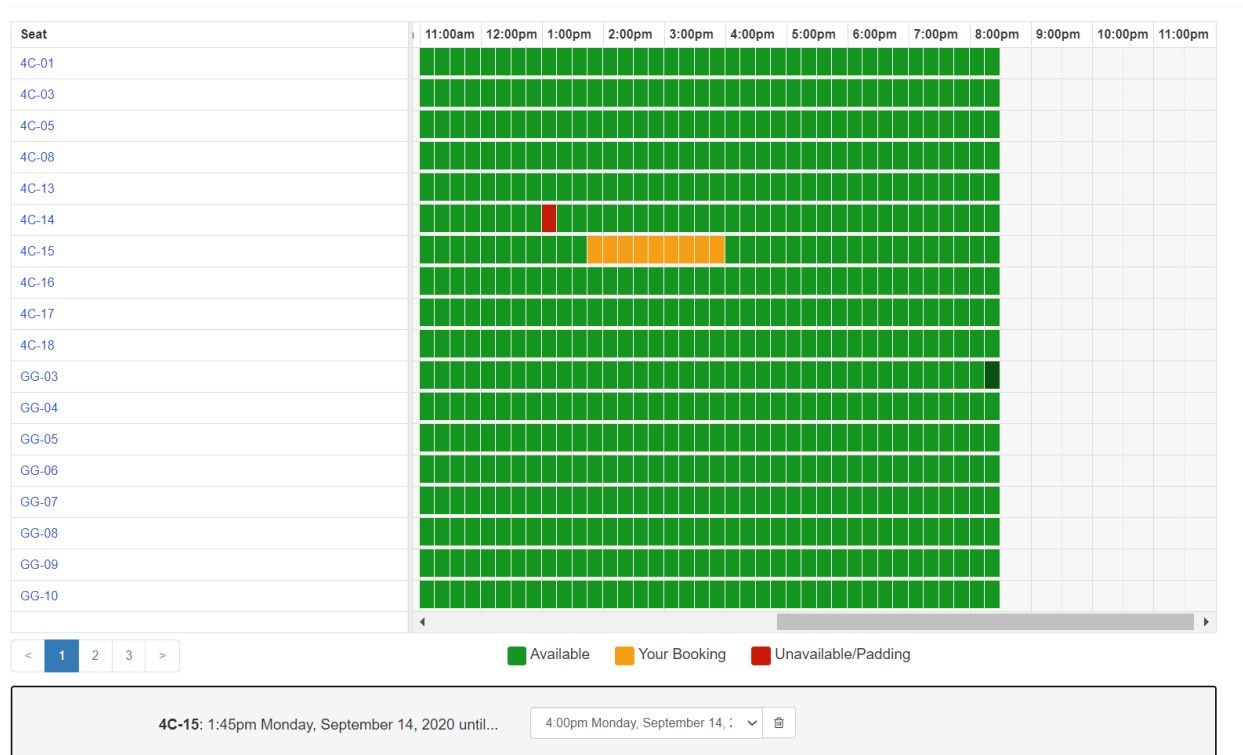
Here

Submit Times

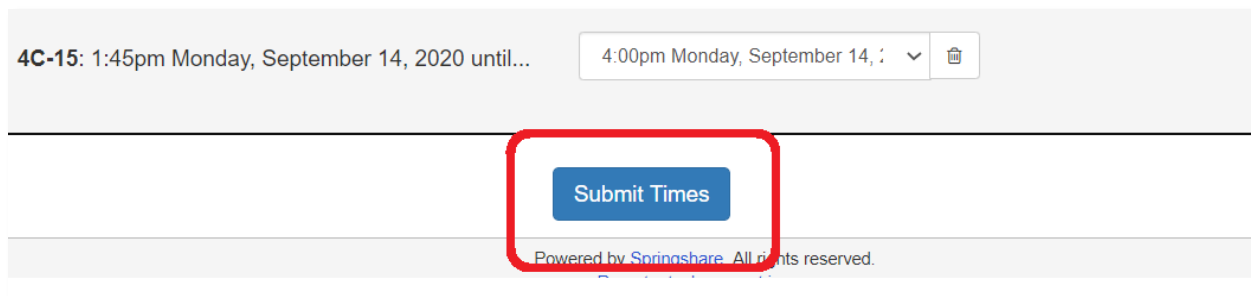
- Click that down arrow to set the ending time for your reservation:



- Click the time you want. Your full reservation should now show up on the bars as orange like so:




- Adjust anything at this time. Then at the bottom, click Submit Times:



- Read through the next screen with all the rules for using a space in Grainger at this time. You will be expected to abide by these rules. If you do not follow these rules, you may lose your seat, and your ability to reserve further seats.
- If your reservation looks good, click continue. If not, you can change your reservation. Illustrated below:

Booking Details

Item	Category	From	To	
4C-15	Study Seating	1:45pm Monday, September 14, 2020	4:00pm Monday, September 14, 2020	<p style="text-align: right;">To change your reservation</p> 

Grainger Engineering Library: Terms & Conditions

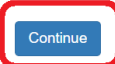

All Grainger Users must :

- Swipe into the building with their I-card and undergo health monitoring with App or Passport before entering
- Check-in at the staff desk with their LIBCAL-Seat reservation confirmation NO MORE than 10 minutes before their appointment time.
- Comply with campus policies on masks and social distancing
- Sit only in their reserved seat for the appointment time. Do NOT walk around or go to other areas of the building. Violators will be escorted out of the building and appointments will be canceled.
- NO FOOD OR BEVERAGES.
- Agree to wipe down tables, chairs, keyboard or other equipment to help disinfect areas of the building as needed.
- Check out at the end of the reservation time at the staff desk and immediately vacate the building. No exceptions.

Four Center: Terms & Conditions


All Grainger Users must :

- Swipe into the building with their I-card and undergo health monitoring before entering
- Check-in at the staff desk with their LIBCAL-Seat reservation confirmation NO MORE than 10 minutes before their appointment time.
- Comply with campus policies on masks and social distancing
- Sit only in their reserved seat for the appointment time. Do NOT walk around or go to other areas of the building. Violators will be escorted out of the building and appointments will be canceled.
- NO FOOD OR BEVERAGES.
- Agree to wipe down tables, chairs, keyboard or other equipment to help disinfect areas of the building as needed.
- Check out at the end of the reservation time at the staff desk and immediately vacate the building. No exceptions.

  **To continue with this reservation**

- Fill out the next page – you will need a .illinois.edu mail account to reserve a seat.

Booking Details

Item	Category	From	To	
4C-15	Study Seating	1:45pm Monday, September 14, 2020	4:00pm Monday, September 14, 2020	<p style="text-align: right;">You can still change your times here</p> 

Fill out this form to complete the booking.

Full Name *

Email *

Enter @illinois.edu addresses only

- If done correctly, there should be a confirmation screen. You will need to confirm your booking within 30 minutes. Once you do, you will receive an email telling you the booking is complete. In that email, you can cancel your booking.
- The process is similar for Computer Workstations in Grainger.
- If you arrive for your booking earlier than ten minutes before it is scheduled, you will be asked to wait outside the building until the appropriate time.