Goizueta Business Library
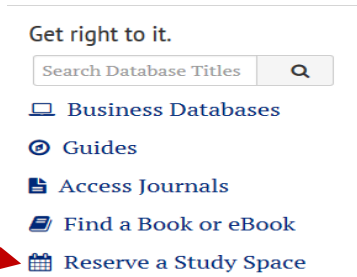*Creating Bridges to Knowledge*

Reserving a Goizueta Business Library <u>Group Study Space</u> or the <u>Bloomberg Terminal</u>
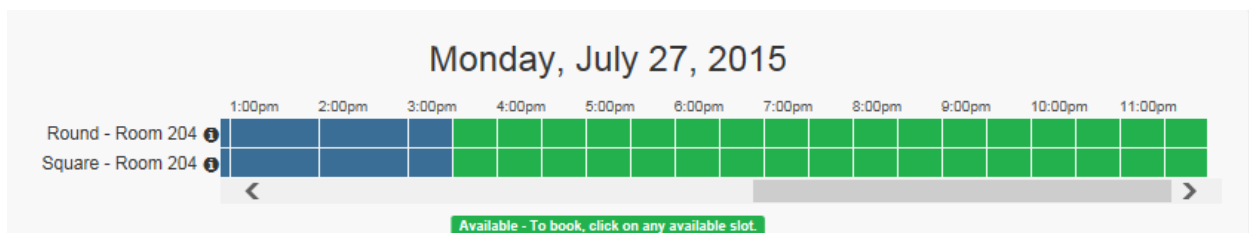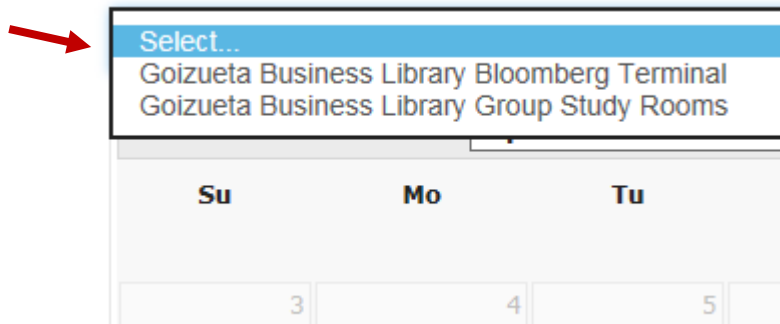
http://business-emory.libcal.com/booking/gbl-rooms
http://business-emory.libcal.com/booking/gbl-bloomberg

OR click the link on the GBL homepage

Get right to it.
[Search Database Titles   🔍]
💻 **Business Databases**
◎ **Guides**
📄 **Access Journals**
📖 **Find a Book or eBook**
📅 **Reserve a Study Space**

Above the calendar, pull down the menu option and make your selection to be taken to the correct reservation page.

Select...
Goizueta Business Library Bloomberg Terminal
Goizueta Business Library Group Study Rooms

Su	Mo	Tu
3	4	5

Monday, July 27, 2015

	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
Round - Room 204 ⓘ											
Square - Room 204 ⓘ											

Available - To book, click on any available slot.

GBL Group Study Space Booking Rules:

- You may select a maximum of four (4) time boxes per booking **~ two hours total**.
- Reservations are for **three (3) or more** people per room.
- Rooms are for Goizueta Business School staff, students and faculty only.

Bloomberg Terminal Booking Rules:

- You may select a maximum of two (2) time boxes per booking **~ one hour total**.
- You can reserve the terminal two (2) weeks in advance
- One hour reservations are recommended for **Bloomberg Certifications** – headsets required.
- Rooms are for Goizueta Business School staff, students and faculty only.

To create your reservation, click available green time box(es).

To view each space and see what technology is available, hover over the **i** symbol to the right of the room.

Within a few minutes you will receive a confirmation email from alerts@mail.libcal.com

Click **Continue** to acknowledge you have read and agree to the Booking Rules above.

Click **Submit Time Slots**

At the Confirm Booking page, enter the first and last name of the person booking the room.

Click **Submit my Booking**

Within a few minutes you will receive a confirmation email from alerts@mail.libcal.com, **requiring you to confirm or cancel your booking**

NOTE: This booking is tentative only! You must click on the emailed confirmation URL within 30 minutes to reserve your study space or your booking will disappear.

4/22/2016 5:39 PM