

Reserving a Study Room

Table of Contents

1. [Reserving a study room](#)
2. [Checking in to a study room](#)
3. [Checking out of a study room](#)
4. [Cancelling a study room reservation](#)

Study Room information and policy

The DVC Library has ten study rooms for use by one to six people. Please note study rooms are available on a first come first serve basis and ***you must check in within the first 15 minutes of your reservation! Otherwise the system will cancel your booking*** and someone else can book their room.

Guidelines for study room use:

- Students are welcome to use the study rooms for participation in their online Zoom classes.
- Sign up online - ID required. Students not signed up will forfeit the room.
- Masks must be worn indoors at all times, in adherence to DVC's campus wide Health Advisories
- 1 to 6 people per room.
- Pleasant Hill library has ten study rooms. San Ramon library has three study rooms.
- 3 hours maximum per day per reservation
- 2 or more people must arrive within 10 minutes of reservation time
- Adhere to library's food and beverage policy
- Leaving belongings in the room will not hold room
- Quiet use only - no cell phone use
- Reservations may be made up to two weeks in advance

The Library reserves the right to deny study room use to students who violate the above guidelines, the DVC Code of Conduct or the DVC User's Rights and Responsibilities.

Whiteboards and monitors: All of the study rooms in the PHC library have whiteboards and wall-mounted computer monitors that you can connect to a laptop. Dry erase markers for the whiteboards are available at the Circulation and Reserves desk.

Children: You can reserve a study room to use with your children. The Circulation desk has Kid Kits you can check out with toys and books suitable for ages 6mo - 5 yrs. Please do not leave your children unattended. Parents are responsible for their children's safety and behavior.

Reserving a Study Room

You will need to open an internet browser then go to the DVC library homepage (<https://www.dvc.edu/library/index.html>):

DVC DIABLO VALLEY COLLEGE

APPLY NOW • INSITE • CANVAS • FACULTY/STAFF • A-Z INDEX • DIRECTORY

Search DVC website Select Language

Powered by Translate

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HOME / LIBRARY

Library

We're open!

Both the Pleasant Hill and San Ramon Campus Libraries are open for in person services.

- Pleasant Hill Campus hours: 8am-5pm, Monday-Thursday.
- San Ramon Campus hours: 9am-6pm, Monday-Thursday.
- Both campuses' physical libraries are closed Friday, Saturday, and Sunday (remote services only).

Masks are required to be worn at all times indoors.

OneSearch

Find books, articles, and more

Find

- [Textbooks/Course Reserves](#)
- [Research Guides](#)
- [A - Z List of Databases](#)
- [Specific Journal/Magazine](#)
- [Interlibrary Loan \(Books\)](#)
- [Interlibrary Loan \(Articles\)](#)

Do

- [Ask a Librarian](#)
- [Reserve a Study Room - PHC](#)
- [Reserve a Study Room - SRC](#)
- [Make a Research Appointment](#)
- [Renew Books Online](#)
- [Get Help with Citations](#)

About

- [Hours](#)
- [About the Library](#)
- [Services for Students](#)
- [Services for Faculty](#)
- [Library Policies](#)
- [Library Technology Program](#)
- [Library Assessment](#)

Hours

Ask a Librarian

Textbooks

Research Guides

WE'RE OPEN

Ask a Librarian

Here is where you can reserve a library study room. Please select which campus PHC (Pleasant Hill Campus) or SRC (San Ramon Campus) you would like to reserve a study room then click the appropriate link.



The patron will be directed to the following page:

Diablo Valley College / LibCal / Space Availability - DVC Library Study Rooms - Pleasant Hill campus

Location: DVC Library Study Rooms - Pleasant Hill campus | Category: Studyrooms | Capacity: For any number of people

Reservations are required for DVC Library study rooms.

All study rooms in the library are available for **reservations**, for individual use for Zoom classes or for groups of students. Reservations can only be made by DVC students, faculty, or staff for up to 3 hours per person per day. A **4CD Insite email address and 7 digit student ID number is required** to create the reservation. Invalid email addresses or ID numbers will result in booking cancellation.

All rooms have whiteboards and outlets, as well as wall-mounted computer monitors for use with your laptop.

Masks must be worn at all times when using the study rooms.

Please enjoy your food and drink outside the library.

Thursday, September 23, 2021

Space	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
L-206 Mark Twain	Unavailable/Padding	Available	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding
L-207 Maya Angelou	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding
L-216 J.K. Rowling	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding
L-230 Gabriel Garcia Marquez	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding
L-231 Kazuo Ishiguro	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding
L-232 Amy Tan	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding
L-233 Louise Erdich	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding
L-234 Oscar Wilde	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding
L-235 Toni Morrison	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding
L-240 Jane Austen	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding

Legend: Available (blue), Your Booking (brown), Unavailable/Padding (yellow)

Make sure you have selected the right location.

In this example, the student is reserving a study room at the PHC library.

← Blue indicates the times slots that are available. Click on one of the blue squares next to the study room's # and name in order to reserve that room.

Once here you can see which study rooms are available. Rooms with a plug icon next to them indicate there is an outlet in the room whereas, rooms with a wheel chair icon indicate it is wheel chair accessible.

Please note: The system automatically selects a two-hour time block for a study room, but that time frame can be adjusted (up to a 3-hour period) by clicking on the time below the reservation chart. Please see example below.



Thursday, September 23, 2021

Go To Date < >

In this example, L-206 is being reserved. The student clicked here to begin their reservation at 1:00 pm, and the system automatically set their reservation to end at 3:00 pm.

Space	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
L-206 Mark Twain				Reserved (1:00pm-3:00pm)		
L-207 Maya Angelou						
L-216 J.K. Rowling						
L-230 Gabriel Garcia Marquez						
L-231 Kazuo Ishiguro						
L-232 Amy Tan						
L-233 Louise Erdich						
L-234 Oscar Wilde						
L-235 Toni Morrison						
L-240 Jane Austen						

Available

L-206 Mark Twain: 1:00pm Thursday, September 23, 2021 until...

Submit Times

However, the student wants to end their reservation at 2:30 pm, so they click here to adjust the study room reservation end time. (Side note: you can reserve a study room up to a maximum of 3 hours per day!)

L-206 Mark Twain: 1:00pm Thursday, September 23, 2021 until... 2:30pm Thursday, September 23, 2021

Submit Times

In this example, the student has chosen to reserve the L-206 study room from 1:00 pm to 2:30 pm. They click "submit times" to finalize their decision.



Booking Details

If you need to adjust your reservation you can click "change".

Item	Category	From	To	
L-206 Mark Twain	Studyrooms	1:00pm Thursday, September 23, 2021	2:30pm Thursday, September 23, 2021	Change

[DVC Library Study Rooms - Pleasant Hill campus: Terms & Conditions](#)

Reservations are required for DVC Library study rooms.

- Sign up online - ID required. Students not signed up will forfeit the room.
- Masks must be worn indoors at all times, in adherence to [DVC's campuswide Health Advisories](#)
- 1 to 6 people per room. Study rooms may be used by individuals attending their online Zoom classes.
- 3 hour maximum per day per person or group. 2 hours is the system default - click additional boxes to add more time.
- You must arrive within 10 minutes of reservation time
- Adhere to library's [food and beverage policy](#)
- Leaving belongings in the room will not hold room
- Rooms are not sound-proof - please don't be too loud
- Reservations may be made up to two weeks in advance

Please read the [study room policies](#).

The library reserves the right to deny study room use to students who violate the above guidelines, the [DVC Student Code of Conduct](#) or the [DVC Users' Rights and Responsibilities](#).

[Continue](#)

If the booking details are correct click "continue".

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You will be directed to the following page:

Booking Details

Item	Category	From	To	
L-206 Mark Twain	Studyrooms	1:00pm Thursday, September 23, 2021	2:30pm Thursday, September 23, 2021	Change

Fill out this form to complete the booking.

Full Name *

Email *
Enter @email.4cd.edu, @insite.4cd.edu, @dvc.edu addresses only

What is your student ID number? *

How many students in your group? *

What course(s) are your studying for? *

Please fill out the form in it's entirety.
Please note: the system only accepts @email.4cd.edu, @insite.4cd.edu, and @dvc.edu email domains.

[Submit my Booking](#)

Once everything is filled out you can click "submit my booking" to finalize your reservation!



Once you book a study room you will see the following page:

Thank you!

The following reservations were made:

DVC Library Study Rooms - Pleasant Hill campus
L-206 Mark Twain: 1:00pm - 2:30pm, Thursday, September 23, 2021

You will receive an email confirmation at GoVikings@insite.4cd.edu. Please check your spam folder or contact the library with any questions.

[Make Another Booking](#)

Your email will show here. **You will need access to your email in order to [check in](#) to your study room!**

You can reserve a study room up to 2 weeks in advance. You can click “make another booking” if you wish to reserve another (or the same) study room at a later date and time.

The system will automatically cancel your booking if you do not check in within the first 15 minutes of your reservation!! If your reservation is cancelled, the room will become available for someone else to reserve and use. Don't let your study session be interrupted! [Check in](#) as soon as you can!



How to Check in to a Study Room

After you have completed your study room reservation, you will receive a confirmation email about your booking. Please refer to your confirmation email in order to check in to your study room. **The system will automatically cancel your study room booking if you have not check in within the first 15 minutes of your reservation!** If you do not check in another library patron can reserve the room!

Your booking has been confirmed

LibCal <alerts@mail.libcal.com>
Mon 9/27/2021 8:53 AM
To: Patron last name, First name

Booking_26423577.ics
1 KB

**** Email from External Sender ****

Hi

The following bookings have been confirmed:

DVC Library Study Rooms - Pleasant Hill campus
L-206 Mark Twain: 1:00pm - 2:30pm Thursday, September 23, 2021.

When you arrive for your booking:

1. Scan the QR code next to your space (if QR code is available), or [click this link](#) to check in
2. Enter this code: **G8Q**

To cancel this booking visit: https://dvc.libcal.com/equipment/cancel?id=cs_vrvQ90fk

Thank you for using LibCal!

Powered by Springshare. Read our [privacy policy](#).

Reply | Forward

← The confirmation will be sent to the email you entered when you filled out the form used to book the study room.

It's a 3-step process to check in:

1. Memorize **your code** shown in your email (your code will differ from the one shown in this example).
2. Then "click this link". Then enter **your code** where prompted. See below!

Check In

Enter the Check In code that was emailed to you when you created your booking.

Check In Code

Check In

3. Once **your code** is entered click "check in". You will be directed to a webpage that states "Check in successful!"



How to Check Out of a Study Room

After completing the check in process, you can leave it open while you are studying. You can create a new tab or open a new browser window to continue using the internet. **If you decide to leave before your reservation time is up please check out!!** This way the room will be available for another person who may need it.

Check In

Check In time: 11:13am Wednesday, September 22, 2021

Name / Email: Viking King / Govikings925@email.com
Location: DVC Library Study Rooms - Pleasant Hill campus
Space: L-232 Amy Tan
Start Time: 10:45am
Check Out time: 11:15am

Ready to Check Out?

When you are ready to leave please check out.



Once you click “check out” you will be directed to a “Check out Successful!” page.

If the patron closed their “check in” email they can repeat the [check-in process](#) and they will be directed to same page.



How to Cancel a Study Room Reservation

If you have not checked in and you no longer need the study room, you can cancel your reservation by bringing up your confirmation email.

The screenshot shows an email from LibCal with the subject "Your booking has been confirmed". A red arrow points from the subject line to a text box that says: "The confirmation will be sent to the email you entered when you filled out the form used to book the study room." The email body contains the following text:

Hi

The following bookings have been confirmed:

DVC Library Study Rooms - Pleasant Hill campus
L-206 Mark Twain: 1:00pm - 2:30pm Thursday, September 23, 2021.

When you arrive for your booking:

1. Scan the QR code next to your space (if QR code is available), or [click this link](#) to check in
2. Enter this code: **G8Q**

To cancel this booking visit: https://dvc.libcal.com/equipment/cancel?id=cs_vrvQ90fk

Thank you for using LibCal!

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Annotations include a red oval around the cancellation link and a red arrow pointing from a text box to it. The text box says: "By clicking this link you will be directed to a webpage where you can cancel your reservation."

The Patron will be directed to the following webpage:

The screenshot shows the "LibCal: Cancel Booking" webpage. At the top, there is a navigation bar with "DVC DIABLO VALLEY COLLEGE" and links for "INSITE", "CANVAS", "FACULTY/STAFF", "A-Z INDEX", and "DIRECTORY". Below the navigation bar, the breadcrumb trail reads "Diablo Valley College / LibCal / Cancel Booking".

LibCal: Cancel Booking

Click on the 'Cancel Booking' button to cancel an individual booking or the 'Cancel All Bookings' button to cancel all. Note that there is no additional confirmation step so please proceed carefully.

Item	Category	From	To	
L-206 Mark Twain	Studyrooms	1:00pm Thursday, September 23, 2021	2:30pm Thursday, September 23, 2021	Cancel Booking

Annotations include a red arrow pointing from a text box to the "Cancel Booking" button in the table. The text box says: "Click 'cancel booking' next to the reservation you want to cancel." Another red arrow points from a text box to the "Cancel All Bookings" button. The text box says: "If you have multiple study room reservations they will be shown on the screen, and they will be listed in order by date and time. If they want to cancel all your reservations you can click on 'Cancel All Bookings'. Otherwise, make sure you are cancelling the correct reservation!"

If you have multiple study room reservations they will be shown on the screen, and they will be listed in order by date and time. If they want to cancel all your reservations you can click on "Cancel All Bookings". Otherwise, make sure you are cancelling the correct reservation!

You will receive an email confirming which reservation(s) you have cancelled.

