

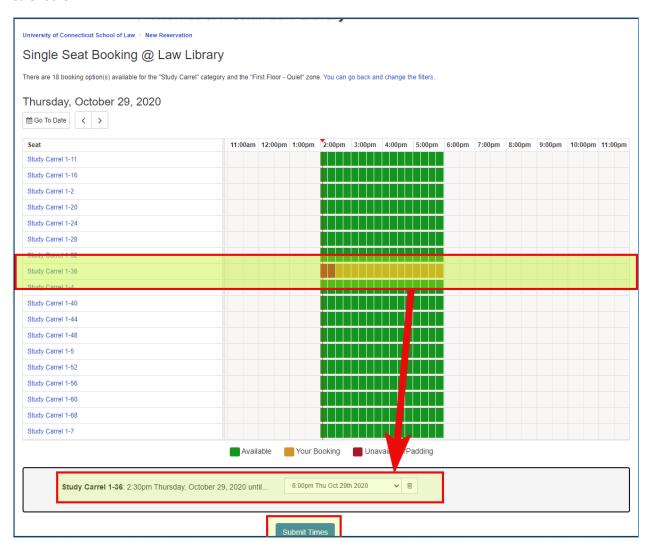
User How-to for LibCal Seats

To locate and reserve a seat, navigate to the Law Library's LibCal homepage.

You can filter seating by:

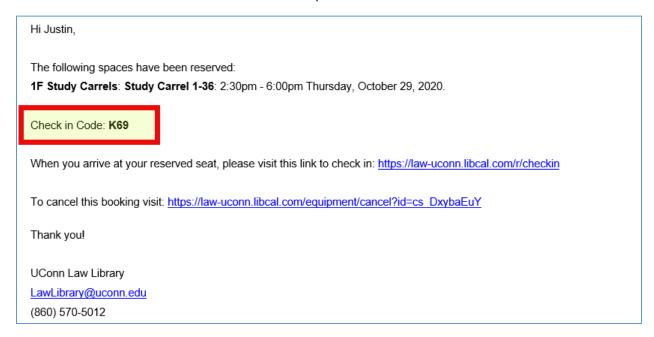
- **Zone** (Library 1st, 4th, and 5th floors)
- Category ('Study Carrel', 'Table Seating', and 'Computer Lab Seat')
- Capacity (Single Seat Booking is currently the only available option)

Select 'Go to Date' to select the date you would like to reserve a seat. Choose your seat from the seating calendars.



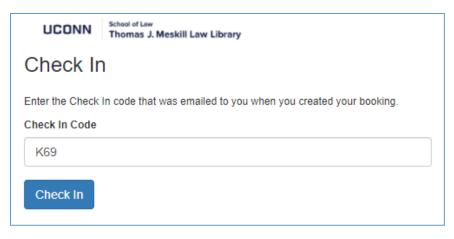


Log in with your NetID and proceed to the booking form. After submitting your booking, the reservation is approved automatically. You will receive a confirmation email with the reservation information, as well as a Check-In and a Check-Out code that is required when users arrive at and leave their seat.



Arriving at the Library and Checking In

To comply with safety protocols, including contact tracing, you must check in to your reserved seat upon arrival. Library staff will follow up with patrons who did not check in.



Check in to your reserved seat by:

- 1. Scanning the QR code at the seat
- 2. Following the check-in link in your confirmation email



Leaving the Library and Checking Out

To comply with safety protocols, including contact tracing, you must check out of your reserved seat upon departure. Library staff will follow up with patrons who did not check out.

Check out of your reserved seat by:

- 1. Scanning the QR code at the seat
- 2. Following the check-out link in your confirmation email

