Reserving the Educational Technology Studio (LIB 33)

Reservation:

1. Navigate to the Ed Tech Studio page: [http://library.uoregon.edu/edtechstudio](http://library.uoregon.edu/edtechstudio)
2. Select “Book the Ed Tech Studio”
   a. NOTE: Currently only UO instructors can use the ed tech studio.
   b. NOTE: Students can reserve other library spaces at [http://library.uoregon.edu/rooms-study-spaces](http://library.uoregon.edu/rooms-study-spaces) and checkout our equipment if necessary.
3. Check room availability by on the calendar by:
   a. Using the scroll bar at the bottom
   b. Selecting “Go to Date” button for specific dates.

4. Select a date/time by clicking on a specific time slot in the calendar
5. Your booking will appear in yellow, select the end time using the drop-down menu below and then select “Submit Times” when it is correct.

6. Review the booking details for accuracy (select change if edits are required) and review the guidelines.
7. Select “Continue” to move on.
8. Next, the booking details and form will appear. Fill out the form with your information and details on how you will use the room.
9. When finished, select “Submit my Booking”
10. A confirmation email will be sent within 5 minutes after submitting your booking.

![Booking Details Form]

**Confirmation Email:**

Hi Puddles Oregon,

The following reservation has been confirmed:
**Educational Technology Studio (LIB 33)**: 12:00pm to 2:00pm Thursday, August 17, 2017

**Directions:**
**Educational Technology Studio (LIB 33)** located on the ground floor of the Knight Library, navigate to the CMET Front Desk. Let the front desk staff know that you have reserved LIB 33, they will make sure the room is available and unlocked for you.

To cancel this booking visit: [http://uoregon.libcal.com/equipment/cancel?ei=ca_Pa7M65](http://uoregon.libcal.com/equipment/cancel?ei=ca_Pa7M65)

If you have any questions, please contact the UO Libraries CMET front desk at 541-346-3001

Thank you for using LibCal