

SCC Library Quick Guide

How to book a Study Space or an Appointment with a Librarian

How to reserve a Study Space:

Reserve one of two study rooms for yourself or a small group of up to 4 people. Or reserve the Read Gallery for groups of up to 15 people by clicking on the link at: <https://bit.ly/3zwRb7M>

The screenshot shows the 'SCC Library Student Study Spaces' page. Under the 'SELECT A SERVICE' section, there are two options: 'Appointment with a Librarian' (with an unselected radio button) and 'Reserve Student Study Space' (with a selected radio button). Below each option is a brief description and a 'Read more' link. At the bottom, a button indicates 'Booking for Reserve Student Study Space'.

Click in the circle to select ✓ the option to Reserve Student Study Space.

The screenshot shows the 'SELECT STAFF (OPTIONAL)' section. A dropdown menu is open, showing 'Anyone' as the selected option. Below the dropdown, a list of available spaces is shown: 'SCC Library Study RM1', 'SCC Library Study RM2', and 'SCC Read Gallery', each with an 'Available' status.

Next, you will select which space you want to reserve by clicking on the caret ▼ and then scrolling down to click on the desired space.

The screenshot shows the 'DATE' and 'TIME' selection section. The date is set to August 2022, with the 5th of August selected. The time is set to 1:30 PM. Below this, there is a section for 'ADD YOUR DETAILS' with fields for Name, Email, Address (optional), and Phone number (optional). There is also a 'Notes (optional)' field for 'Add any special requests'. At the bottom, a red 'Book' button is visible.

Lastly, select the date and time you would like to reserve the room for, as well as any details you would like to provide the library staff.

How to make an Appointment with a Librarian:

SCC Library Student Study Spaces

SELECT A SERVICE

Appointment with a Librarian ☒ **Reserve Student Study Space** ☐

Students can schedule a personal appointment with a librarian. [Read more](#)

The SCC Library has private spaces to study. [Read more](#)

Booking for Appointment with a Librarian

SELECT STAFF (OPTIONAL)

Anyone

Anyone

Blinkinsop, Cynthia S. Available

Blunt, Ashley A. Available

Liberman, Debra Available

Calendar: 10/15/2020

Time	8:45 AM	9:00 AM	9:15 AM
10/15/2020	9:00 AM	9:45 AM	10:00 AM
10/16/2020	10:15 AM	10:30 AM	10:45 AM
10/17/2020	11:00 AM	11:15 AM	11:30 AM

ADD YOUR DETAILS

Name

Phone (optional)

Email (optional)

Address (optional)

Phone number (optional)

Book

To book an appointment with a librarian, use the same link you used for booking a study room: <https://bit.ly/3zwRb7M>

Click in the circle to select ☒ the option to make an Appointment with a Librarian.

Next, you will select which space you want to reserve by clicking on the caret and then scrolling down to click on the staff member you would like to meet with.

Staff members and a sampling of some of their skill sets are listed below.

Library Staff:

Debra Lowman, Associate Dean of Library & Learning Resources, can help with ... copyright questions, OER, Zotero, databases, research, acquiring resources, and much more!

Cindy Blinkinsop, Learning Resources Specialist ...can help with OER, databases, research, PDQs, Staff Development, and more!

Erin Steckel, Library Tech I, can help with ... databases, research, citation styles, Microsoft questions, and more!

Ashley Elliott, Library Tech I, can help with ... databases, research, citation styles, Microsoft questions, and more!