

## I WANT TO BOOK A STUDY ROOM

There are rooms available on all campuses for group work.

In **Paris**, some of these are provided by the Office of Academic Affairs, including at 27 Rue Saint Guillaume: please contact the attendants (*apparieteurs*) to access them.

In the **library** at 27 Rue Saint Guillaume, four rooms (*carrels*) are also available. These rooms can be used during the library's opening hours.

Please reserve them at any time, on site or [remotely](#).

The screenshot shows the SciencesPo library reservation interface. At the top, it says "SciencesPo BIBLIOTHÈQUE" and "Salles de travail en groupe de Paris". A warning message states: "ATTENTION ! La bibliothèque est fermée à partir du lundi 14 mars". Below this, there is a calendar for September 2020 with the 14th highlighted. To the right, a room availability chart for "lundi 14 septembre 2020" shows four rooms: Salle 1 A, Salle 1 B, Salle 4 C, and Salle 4 D. The chart shows time slots from 08:00 to 19:00. Salle 4 C has a highlighted slot from 12:30 to 14:45. Below the chart, the text reads "Etape 1 : Confirmez le créneau" and "Salle 4 C: 12:30 - 14:45, lundi 14 septembre 2020". A section titled "Modalités de réservation" explains that rooms are reserved exclusively for SciencesPo students and lists four rules: 1. You can reserve a maximum of 1 slot per week. 2. You must be at least 18 years old to occupy a room. 3. Before occupying the room, you must present yourself at the RDC with your student card. 4. By default, or after a 29min delay, your reservation will be cancelled and the room will be available to another group. At the bottom, there are "Continuer" and "Annuler" buttons.

Choose the day, the room, and the time slot you want;  
Don't forget to read the use policy!

Then confirm.

The screenshot shows the 'Etape 2 : Complétez votre demande' (Step 2: Complete your request) page for booking a study room. The selected room is 'Salle 4 C 12:30 - 14:45, Monday 14 September 2020'. The form includes the following fields and options:

- Prénom ou nom du groupe (nom affiché sur le planning) \***: Text input field.
- Télé \***: Text input field.
- Nombre de participants (Maximum 6. Au delà, réservation uniquement par téléphone au 01 45 49 53 00 ou 01 45 49 56 95, au moins 24h à l'avance) \***: Radio buttons for 3 (maximum salles 1A et 1B) and 4 (maximum salles 4C et 4D).
- Commentaire**: Text area for additional notes.
- Mon année d'étude \***: Dropdown menu with 'Sélectionner...' as the current selection.
- J'ai pris connaissance du règlement \***: Radio button for 'Oui'.

At the bottom, there are three red buttons: 'Confirmer ma réservation', 'Me déconnecter', and 'Retour au planning - Salles de travail en groupe de Paris'.

Next, complete your request and confirm your reservation. You will receive a confirmation email.

For the **Reims campus**, there's a step-by-step video to guide you through the booking process: <https://drive.google.com/file/d/1oPujgu5lvUSHd9hWaJye0GvSEKYeA9E6/view>

Please take good care of the equipment provided in these rooms!