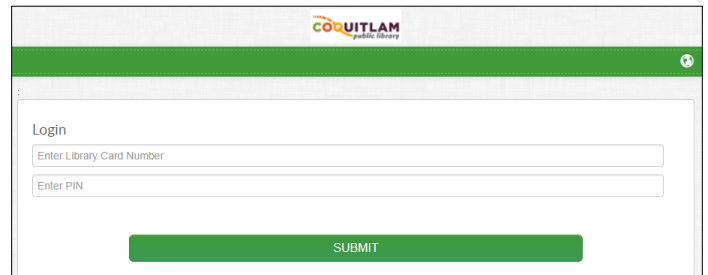


How to Book a Study Room

GET STARTED

Go to www.coqlibrary.ca and click **Book a Room**, then choose **Book a Study Room** from the drop-down options. The room booking software is called *Dibs!*

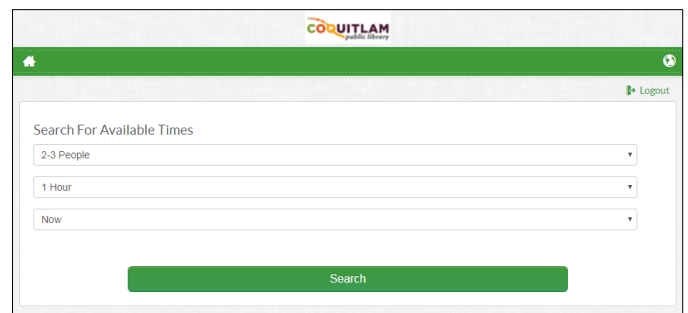
- Enter the number on the back of your Library Card, without any spaces. Next, enter your PIN. This is usually the last four numbers of your phone number, unless you have changed it.



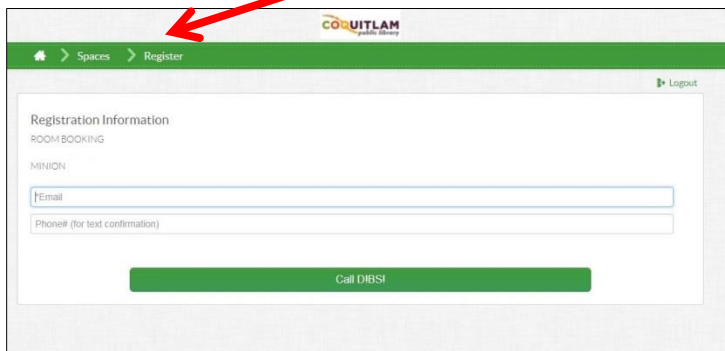
If you need to reset your PIN, please contact the Help Desk at 604-554-7323 (City Centre) or 604-937-4141 (Poirier).

SEARCH FOR AVAILABLE TIMES

- Using the dropdown menus, choose your group size, booking duration and start time.
- Choose your branch, and on the next screen, choose your time slot.



If you need to navigate back to a previous page, do not use your browser's back button. Use the webpage's navigation located near the top left of the screen.



REGISTER

- Your contact information may appear automatically. If not, please enter your e-mail address and mobile phone number (optional) to complete the booking. *The first time you use Dibs! you'll need to verify your e-mail address by following instructions you receive by e-mail.*
- Click on **Call Dibs!**

- When you see the **Confirmation** screen, your reservation is complete!

If you forget your room number later on, check the confirmation message sent to your inbox and/or text messages.

