

## Booking group study rooms through BRADfinder

Group study rooms are located on floors 1 and 2 of the J.B. Priestley Library. They are for the use of groups of between 3 and 6 students. **They are strictly for work purposes.**

1. Go to <http://catalogue.brad.ac.uk/>.
2. Search for 'Room 1' or 'Room 2'.
3. Click on the room you want to book.
4. Click on 'Book this room'.
5. Log in using the 9-digit number on your student card (your UoB plus the issue number) and your library PIN.  
**HINT:** You can find your library PIN through e-Vision, which is linked from the University internal home page <http://www.brad.ac.uk/internal>.
6. Select the date and time you would like to book (the maximum slot allowed is 2 hours). Click on the **Submit** button. Click on the **Submit** button.
7. The screen will tell you that your booking has been successful.
8. Collect the key at the main library counter on Floor 0. **Please return it promptly!** You will be fined if your key is late by as little as 5 minutes.

### TO CANCEL A GROUP STUDY ROOM BOOKING

1. Go to <http://catalogue.brad.ac.uk/> and click on 'Borrower information'.
2. Log in using your 9-digit number and library PIN.
3. Click on the notice saying *1 item booked for future use*.
4. Tick the box next to the booking you wish to cancel then click 'Cancel selected'.
5. **Please cancel bookings that you no longer need, other students may wish to use the rooms.**