

## Swinburne Commons

### Transcript

Title: Booking a room or computer (Library Clips)

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Year: 2015

Audio/video available from: <http://commons.swinburne.edu.au>



You can book a group study room or library computer via the library homepage.

Select 'Book a room or computer' then 'Make a booking' and login with your Swinburne username and password.

Select Hawthorn library in the location drop-down menu you'll see a list of the rooms and computers that can be booked.

Some computers are pre-loaded with specialised software for various subject areas such as Business, Design or Engineering.

Make your selection then choose the date and time you wish to book.

You can book for a maximum of two hours at a time and you can book up to one week in advance.

You'll get an email to confirm your booking or you can print off a receipt.

View your booking at any time in the My Booking tab.

You'll find instructions and the conditions of use on the Library website.

If you have any questions speak to a library staff member or contact us online.