

Book a Study Space

In this tutorial, I will show you how to reserve a study room in the library. Whether you need a quiet space for individual study or a collaborative environment for group work, we've got you covered.

We have three types of study rooms that you can reserve

Group Study Rooms with Blue Doors



These rooms are designed for group work and can accommodate up to 6 people.

Group Study Rooms 260 & 261 are located on the first floor in the Collaboratory Area.



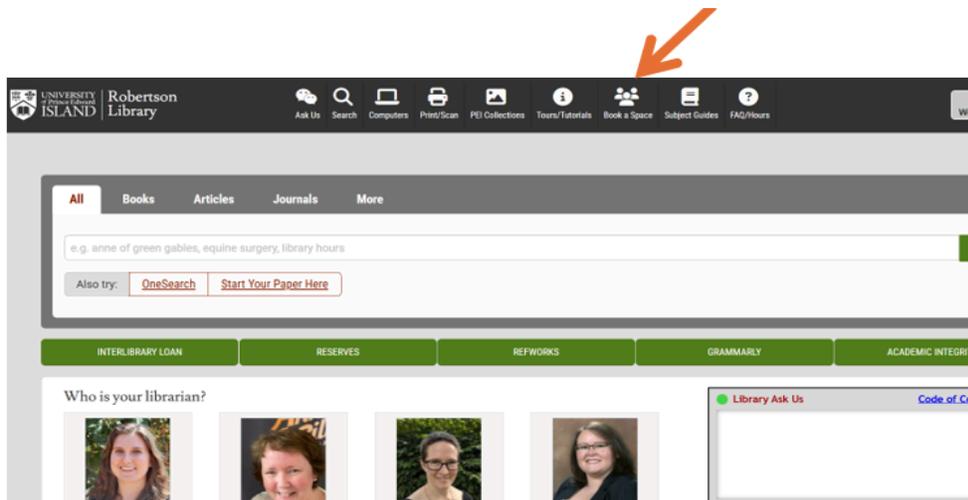
The rest of the group study rooms are located on the second floor. Group Study Rooms are equipped with white boards, computers, and TV screens. While these rooms are intended for collaboration, they are not soundproof. Please remember to keep conversations quiet and use inside voices.

Individual Study Rooms with Yellow Doors



These rooms provide a quiet, distraction-free environment for solo study. Individual study rooms are part of the *silent zone*, meaning noise and talking are not allowed. Individual study rooms are located on the upper floor of the library.

To book either the group study rooms or individual study rooms, go to the Library Homepage and hover over the Book A Space icon at the top of the page.



Once you're on the 'Book a Space' page, you can either click the 'Book a Space Now' link highlighted in green or select the 'Book a Room Now' link in red.

Robertson Library

Ask Us Search Computers Print/Scan PEI Collections Tours/Tutorials Book a Space Subject Guides FAQ/Hours

Book a Space

[Book a Space Now](#)

Group and individual study rooms are available for quietly studying or working on assignments.

Group Study Rooms: 261 (in Collaboratory, downstairs); Rooms upstairs: 306, 330, 341-350
Group size: 2-8 people (306 can hold larger groups, ask at the Service Desk)
Time per use: 3-hour block

Individual Study Rooms: 331-336 (yellow rooms)
Time per use: 3-hour block

Online Study Rooms: 320, 321, 326, & 327 (need to reserve using the [Room Reservations](#) website)
You will need your [UPEI Campus Card](#) to sign out the key
Time per use: 3-hour block

Research Study Rooms: 322-325
Note: Research rooms are not bookable; please ask at the Service Desk, you will need your [UPEI Campus Card](#) to sign out the key
Time per use: 3-hour block

[Book a Room Now](#)

- Most group study rooms are equipped with computer
- LCD Panel Displays: 4 group study rooms (346, 347, 349, 350) are equipped with [LCD wall-mounted panel displays](#).
- White Boards: most group study rooms are equipped with white boards
- Most group rooms will accommodate up to 6 persons
- Study rooms are no longer locked, leaving personal material unattended is at the student's own risk
- Study rooms are not soundproofed. Groups using these rooms are asked to please close doors and keep conversations at a considerate noise level
- Please clean up as you leave - there is no housekeeping service between bookings

Clicking either of those links will bring you to the **Room Calendar** page. Choose your desired date from the dropdown menu. You can book a room up to two weeks in advance.

UNIVERSITY of Prince Edward ISLAND Robertson Library Room Reservations System

Room Calendar Online Room Policies Space Descriptions Log in

Room Calendar

Calendar My Reservations

Robertson Library Room Reservations

Robertson Library provides both individual and group study rooms that are bookable by UPEI students. Please review the Study Room Use Policies for more information. Log in with your UPEI username/password to create a reservation.

Reservation Calendar
Monday, April 28, 2025
8:30 AM - 4:30 PM

04/28/2025

Click in box to select date.

Lower Level Upper Level (Single) Upper Level Group (Large) Upper Level Group (Small)

Room	Room 261	Room 260
7:00 AM		
8:00 AM		

Use the tabs to choose the type of room you need.

Reservation Calendar
Monday, April 28, 2025
8:30 AM - 4:30 PM

04/28/2025

Click in box to select date.

Lower Level **Upper Level (Single)** Upper Level Group (Large) Upper Level Group (Small)

Room	Room 261	Room 260
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		MB
11:00 AM		
Noon		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		

For example, to book a single study room, click the tab labeled **"Upper Level (Single)."** The room numbers will show up. Gray time slots indicate the room is already booked for that time.

Reservation Calendar
Monday, April 28, 2025
8:30 AM - 4:30 PM

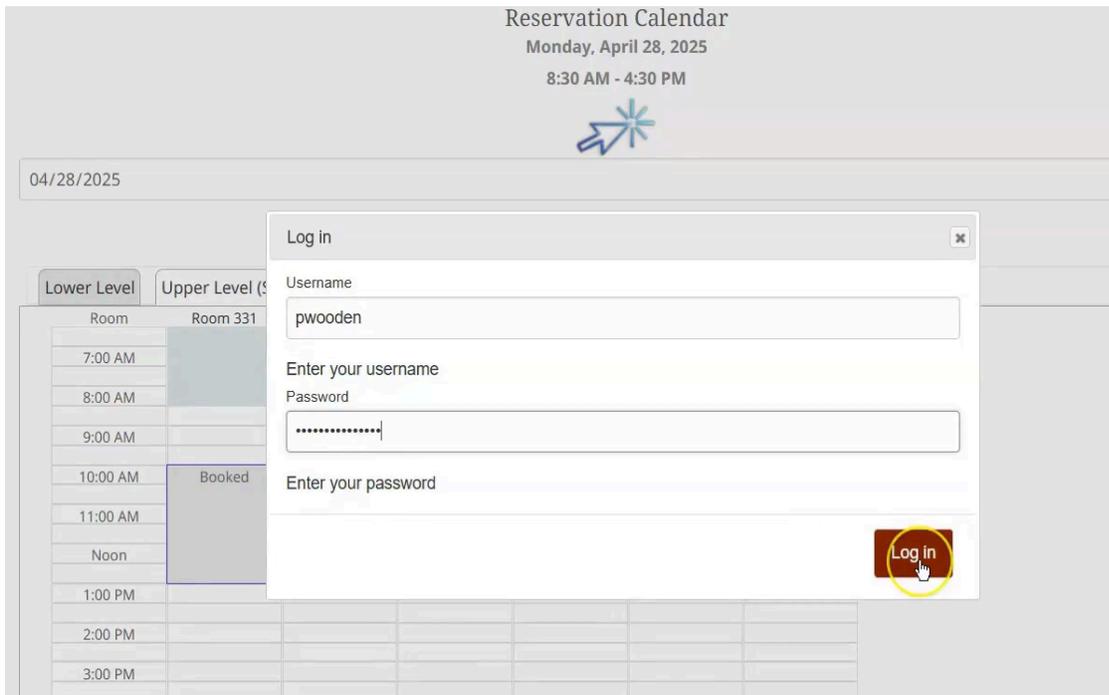
04/28/2025

Click in box to select date.

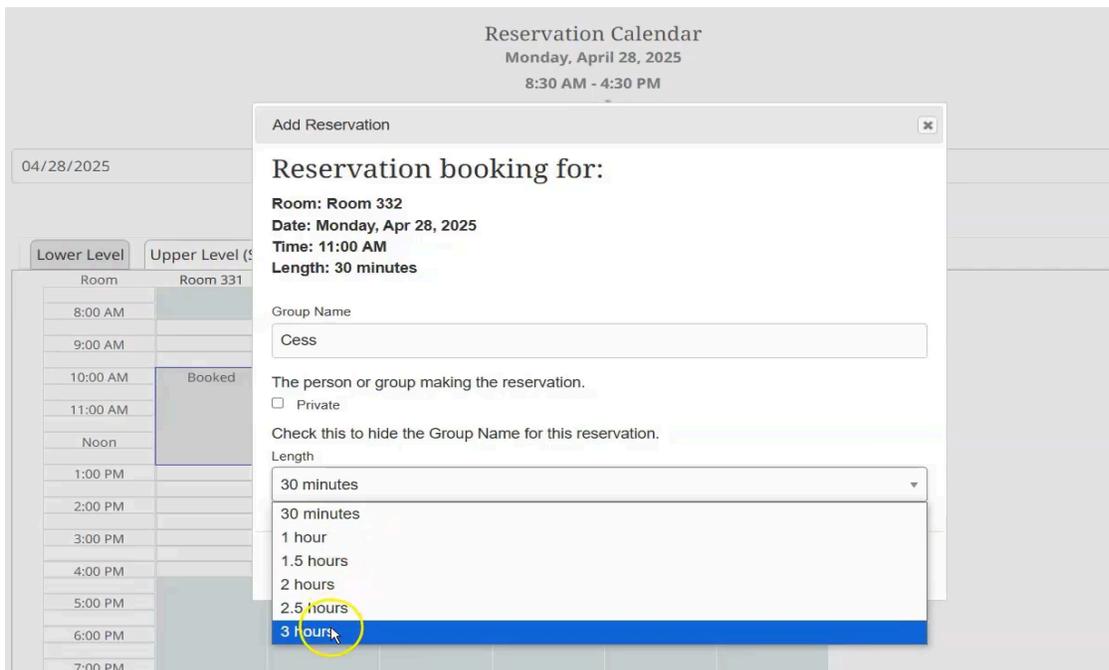
Lower Level **Upper Level (Single)** Upper Level Group (Large) Upper Level Group (Small)

Room	Room 331	Room 332	Room 333	Room 334	Room 335	Room 336
7:00 AM						
8:00 AM						
9:00 AM						
10:00 AM	Booked					
11:00 AM						
Noon						
1:00 PM						
2:00 PM						
3:00 PM						

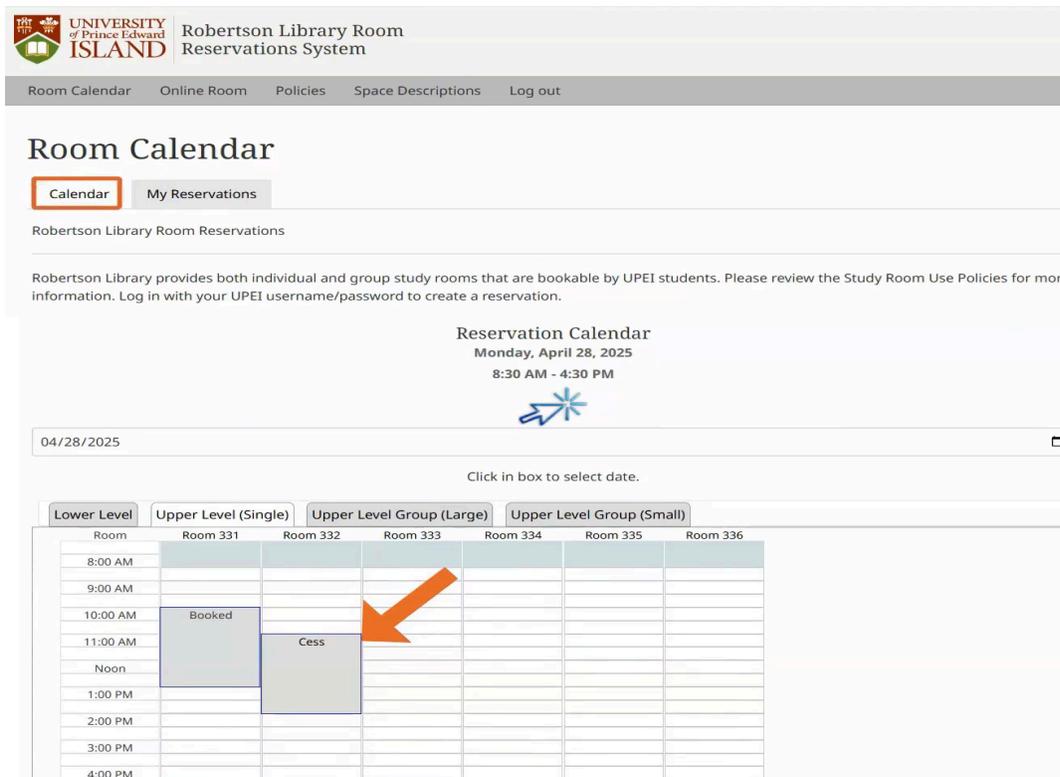
Once you've selected a room and time slot, click on it. You'll be prompted to log in using your **UPEI username and password**.



Enter your name or group name in the provided space. Choose your reservation length, from 30 minutes up to a maximum of 3 hours. Click Save to confirm your booking.



You can view your booking on the **Room Calendar page** by clicking on the calendar tab and locating your name.



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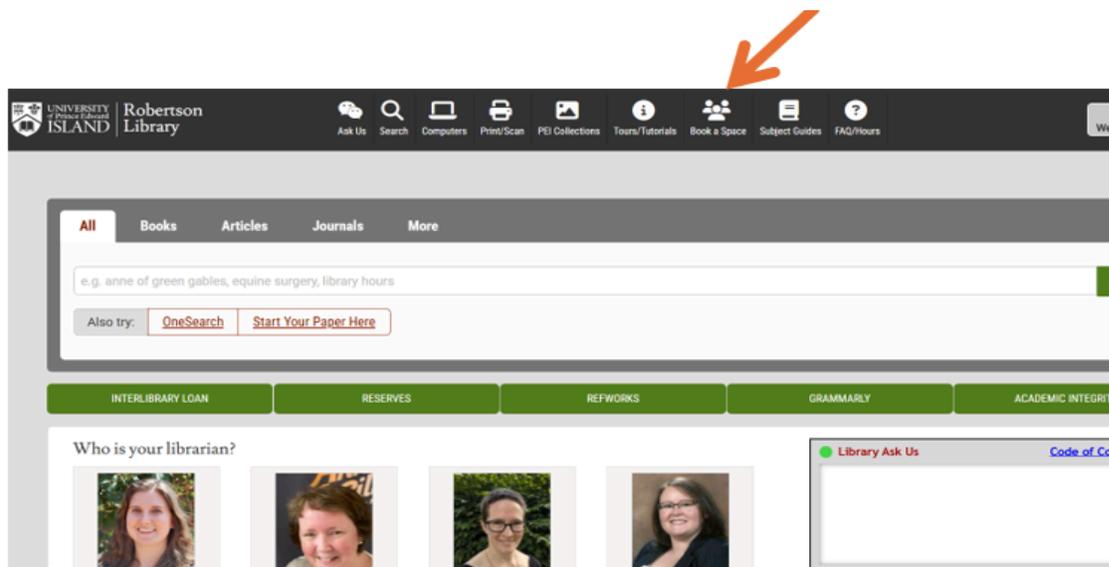
Room	Room 331	Room 332	Room 333	Room 334	Room 335	Room 336
8:00 AM						
9:00 AM						
10:00 AM	Booked					
11:00 AM		Cess				
Noon						
1:00 PM						
2:00 PM						
3:00 PM						
4:00 PM						

You can go directly to the room at your reserved time.

Online Study Rooms. Online study rooms come equipped with computers, and you'll need a key to enter.



To book one, go to the Library Homepage and hover over the Book A Space icon at the top of the page.



Then, in the **Online Study Rooms** section, click the **“Room Reservations”** link. This takes you to a separate calendar, but it works the same way as the calendar for other study rooms.

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- LCD Panel Displays: 4 group study rooms (346, 347, 349, 350) are equipped with [LCD wall-mounted panel displays](#).
- White Boards: most group study rooms are equipped with white boards

On your reserved day and time, visit the Service Desk to sign out the room key. Make sure to bring your UPEI campus card with you.

We also have four **Research Study Rooms** that are available on a first-come, first-serve basis for up to three hours. Just ask at the Service Desk to find out whether any are available. You will need your UPEI campus card to sign out the key.



Cancelling Your Room Reservation. If your plans change and you no longer need the room, please cancel your reservation to free up the space for others. You can cancel by sending a message through the Library Ask Us chat, visiting the Service Desk, calling us at 902-566-0583 or emailing us at reference@upei.ca.