

Study Rooms Patron Guide

05.2026

Reserving a study room using the library website or app

1. Navigate to : <http://www.orangepubliclibrary.org/visit/study-rooms>
 - a. The link on the app will also direct you to the same page
2. Select your desired location
3. On the study rooms landing page for your chosen location, search by time or by space by switching tabs.
 - a. Searching by time does a direct search for the specified date and time. Only available rooms will show
 - b. Searching by space gives you an availability calendar to show all available dates and times for all spaces

Search Spaces - Study Rooms

The screenshot shows a search interface for study rooms. On the left, there are filters for 'Search by Time' and 'Search by Space'. Under 'Search by Time', there are dropdown menus for 'Category' (set to 'Testing Category'), 'Capacity' (set to 'Space For 1-4 people'), and 'Date' (set to '03/30/2026'). Below these are 'From' and 'Until' time pickers set to '01:00 PM' and '02:00 PM' respectively. A search bar with a magnifying glass icon and the word 'Search' is at the bottom. On the right, there is a 'Description' tab and a '1 Match' section. The match is a 'Test Room' with a 'Testing Category' and an icon showing four blue chairs. A 'Show Availability' button is located to the right of the match.

4. Click on “Book Now” or “Show Availability” for the desired study room
5. Enter your library card number and PIN
6. Double check the date and time and submit your booking.
7. You will receive a confirmation email with your door code and check-in link and code.

Reserving a study room using a self-service kiosk

1. Click on Reserve and choose Study Rooms from the drop down menu

Space Bookings

What would you like to do today?

- Reserve** Make a new reservation
- Check In** Check in to get your door code for a reserved study room
- Check Out** Check out of your reserved study room

2. On the study rooms landing page for your desired location, search by time or by space by switching tabs.
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- b. Searching by space gives you an availability calendar to show all available dates and times for all spaces

Search Spaces - Study Rooms

Search by Time | Search by Space

Category
Testing Category

Capacity
Space For 1-4 people

Date
03/30/2026

From: 01:00 PM | Until: 02:00 PM

Search

Description

1 Match

Test Room
Testing Category

4

Show Availability

- 8. Click on “Book Now” or “Show Availability” for the desired study room
- 9. Scan your library card using the barcode scanner or enter your library card number and PIN
- 10. Double check the date and time and submit your booking.
- 11. You will receive a confirmation email with your door code and check-in link and code.

Checking in and Checking Out

- 1. Check in to your study room 5 minutes prior to booking start time or up to 15 minutes after your booking start time. Checking in will activate the door code that you will use to enter the room.
 - a. Check in using the link sent to your email. Sample below.

When you arrive for your booking:

 - 1. Scan the QR code next to your space (if QR code is available), or [click this link](#) to check in
 - 2. Enter this code: XXXXXXXXXX
 - b. Check in using one of the self-service kiosks on site using your check-in code
 - c. Please note that reservations are canceled and the room is released if you are unable to check in within 15 minutes of your reservation start time. Check-in is only allowed when you are close to or when you are already on library premises.

Study Rooms Patron Guide

05.2026

Check In Successful!

Check In time: 1:27 PM

Name / Email:

Location / Zone:

Space:

Test Room

Start Time:

1:30 PM

Check Out time:

2:30 PM

Ready to Check Out?

When you are ready to leave please check out.

Check Out

2. Use the 4-digit code sent to your email to enter the room. Sample below.

Space Information

Location: Study Rooms

Zone: [REDACTED] Zone

Space: [REDACTED]

Date: Monday, March 30, 2026

Time: 1:30 PM - 2:30 PM

Smart Lock PIN: [REDACTED]

3. Check out of your study room after use – this ensures your name is cleared from the room booking and updates availability for those who may be waiting for an open space

Ready to Check Out?

When you are ready to leave please check out.

Check Out

- a. Check out using the same check-in link sent to your email
- b. Check out using one of the self-service kiosks on site
- c. Please note that reservations are automatically checked out at the end of your time and the door code will immediately stop working. Please take all your belongings as you exit the room.