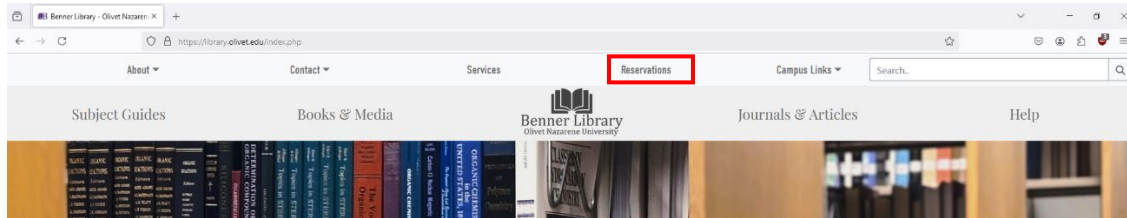
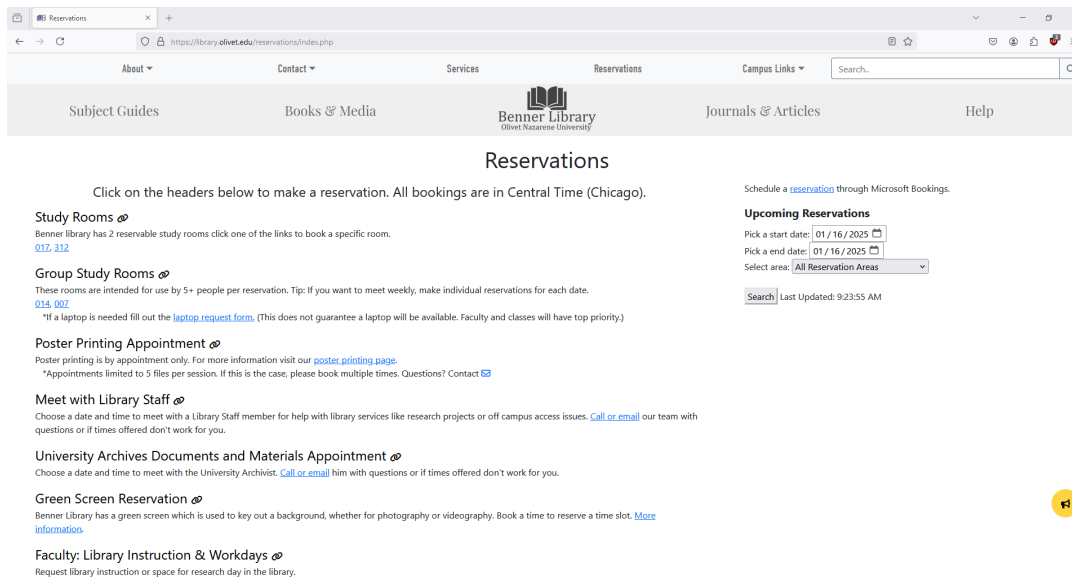


Reservations Using Bookings

Step 1. On the library website, [Library.olivet.edu/](https://library.olivet.edu/), select the Reservations tab.



Step 2. On the Reservations page, click on any of the headers to make a reservation.



Step 3. Select the date and time available and scroll down to fill out details as needed.

Each type of reservation may ask for different information such as name, email, and the details of the reservation

Benner Library

Poster Printing Reservation
30 minutes
Price varies

January 17

<

>

January 2025

S	M	T	W	T	F	S			
			1	2	3	4	10:00 AM	10:30 AM	11:00 AM
							11:30 AM	12:00 PM	12:30 PM
5	6	7	8	9	10	11	1:00 PM		
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30	31				

All times are in (UTC-06:00) Central Time (US & Canada)

Add your details

First and last name *

Email *

Notes

Add any special requests (optional)

Book

You will get a confirmation email after booking. If you would like to change times, click on “Change your Appointment” from the email. This will bring you to another page with options to reschedule, cancel, or make a new appointment.

Reservations are for 2 hours, 1 hour, or 30 minutes, depending on the service. Reservation times are set relative to when they will be unavailable to the public. For example, if you take the final time available for a reservation, assume that you only have the amount of time reserved for that service.

Most reservations must be made at least one day before the appointment.

Step 4. To check for Reservation times, on the Reservations page of the library website, select the start and end dates and selected area – it defaults to all areas- under Upcoming Reservations. Click Search.

Upcoming Reservations

Pick a start date: 01 / 16 / 2025 

Pick a end date: 01 / 17 / 2025 

Select area: All Reservation Areas 

Last Updated: 10:47:38 AM

Area	Start (CST)	End (CST)
Lower Level Study Room (017)	1/17/2025, 10:00:00 AM	1/17/2025, 12:00:00 PM
Third Floor Study Room (312)	1/16/2025, 1:00:00 PM	1/16/2025, 3:00:00 PM
Third Floor Study Room (312)	1/16/2025, 8:00:00 PM	1/16/2025, 10:00:00 PM
Group Study Room (014)	1/17/2025, 2:00:00 PM	1/17/2025, 4:00:00 PM

Questions?

Visit the Lower Level Service Desk or call this number 815-928-5778.