NOTE: WHILE RESERVING THE ROOM TO USE THE BLOOMBERG TERMINAL IS FREE OF CHARGE, NOT SHOWING UP WILL HAVE A COST FOR YOU AS YOU MIGHT GET IF YOU DON’T RETURN A BOOK TO THE LIBRARY.

Instructions to reserve the Bloomberg Terminal:

1. Go to Lehman Website: http://www.lehman.cuny.edu/
2. Click on Library
3. Select Research guides and search for the word “Bloomberg”
4. Select "Bloomberg University on Bloomberg Terminal Guide: Lief Library"

5. Click the button: “RESERVE TERMINAL for Bloomberg Certification Work”
6. Follow the Booking Details Instructions, read the Instructions for Room use. After scheduling time, you will receive an email with a confirmation, bring that confirmation to the circulation desk with your Student ID. **If you schedule the room and don't show up will have a cost for you.**

**Booking Details instructions:**

a) Use your Lehman Email  
b) Select Professor in “Who referred you to the terminal”  
c) Click on “yes” in “Are you using the terminal for a specific course?”

**Instructions for Room Use: (From the library website)**

a) Use *LibCal* (in the box to the right) to schedule Consultations. After that, sign in for the key at the Circulation Desk.  
b) Please respect Scheduling period designated uses  
c) Enter Appointments promptly to avoid conflicts  
d) Room may be scheduled for half an hour periods (90 minute limit per day)  
e) There is a limit of 2 students per booking.  
f) Key is available from first floor Circulation Desk. Please return Key promptly after use. Overtime use will result in library fines.  
g) Users may borrow print edition of *Bloomberg Terminal Instructions* from Reserve Desk on first floor. PDFs available on the desktop.  
h) Students and Faculty registering for research use may consult Business Librarian, x7763, who can assist if feasible.