To Reserve a Library Study Room:

Go to [http://studyrooms.tjsl.edu](http://studyrooms.tjsl.edu) or scan the QR code. Click “Book a Room.” Choose your time slot(s). Fill out the booking form completely. Confirm or cancel your reservation via the confirmation email sent to you. After confirming, you will receive an email with a calendar appointment you can add to your personal calendar.

- Rooms may only be reserved and used by Thomas Jefferson School of Law students and alumni. Alumni may only reserve rooms for bar study.

- You must use your tjsl.edu email address to make a reservation and reservations must be confirmed by email.

- Individuals can reserve a maximum of four hours (eight 30-minute time slots) in any given day; the eight 30-minute time slots do NOT need to be consecutive; BUT separate reservations must be made for each non-consecutive time period. Reservations can only be made on the same day as the room use.

- A room reservation expires fifteen minutes after the beginning of the time requested. After this time, if the reserving party has not arrived, the room may be reserved by others.

- Reservations are necessary to assure room availability. Rooms may be used without reservation if unoccupied, but users MUST yield the room to someone with a valid reservation.

- You MUST leave the study room when your reservation ends if it has been reserved by someone else.

- Upon leaving, students/alumni are required to remove all items brought into a study room and return any chairs brought in to their original location.

- Do NOT leave personal belongings in study rooms. Belongings left unattended in an unreserved room or after the reservation period are subject to removal by staff. The library assumes no liability for lost or stolen items left in the study rooms or anywhere in the library.

- Noise MUST be kept to a minimum. Study rooms are not soundproof.

- Food is allowed as long as it is not messy, smelly, or noisy. Drinks are allowed in spill-proof containers. All trash must be placed in trash/recycling bins.

- Courtesy and civility in the use and yielding of the rooms to others is required.

- Reserving rooms under another student’s name is prohibited and is a violation of the honor code. Any student taking such action will be subject to discipline.

- If the rules set forth above are not followed, your reservation will be deleted by staff and made available to others. Library staff reserves the right to reassign individuals/groups to another room.