HOW TO: BOOK A STUDY ROOM

Last Updated: Fall 2020
STEP ONE:

Go to the Charleston School of Law Homepage.
https://charlestonlaw.edu
STEP TWO:

From the Sol Blatt Jr. Law Library dropdown menu, click “Book A Study Room.”
STEP THREE:

Scroll down the page until you see the “Book A Room” button. Click it.
STEP FOUR:

You will be taken to this page.

At the top, you can change the location and category of booking you want. You may also select capacity.

Green squares indicate availability.
**STEP FIVE:**

You can book a study room up to 24 hours in advance. You may change the date by clicking “Go To Date” or by clicking the arrows.
STEP SIX:

When you are ready to make your room selection, click on the square that indicates the time you would like to start your booking. Once you have selected, the booking will turn orange. (A half hour pad will appear on either side; this is to account for library sanitation between bookings.)
STEP SEVEN:

When you select a time, a dropdown menu will appear below the chart. Use this to select the end of your booking. You may book a room for up to three hours at a time. Everyone has 3 hours of pre-booking time. Other reservations must be made at the circulation desk and will be determined by availability.
**STEP EIGHT:**

Once you have selected your booking time, hit “Submit Times.”
STEP NINE:

Review your booking and the room reservation policy. Click “Continue.”
**STEP TEN:**

Fill out appropriate fields. Include the names of **ALL** the people in your group. When you are finished, click “Submit my Booking.”
Thank you!

The following bookings are now pending Library approval:

Lower Level >> Lower Level Study Rooms

**Room 106**: 5:00pm - 8:00pm, Thursday, November 12, 2020

You will receive an email with the Library's decision. Please check your spam folder, too.

[Make Another Booking]