How To Reserve a Study Room

- Current TCC students, faculty, and staff may reserve Study Rooms for academic use.
- Non-credit or non-degree-seeking TCC students are welcome to study in other designated areas of the library.
- Students, faculty, and staff will need their TCC ID to check out study room keys.

1) Access the Study Room Reservation Screen.
   www.tcc.edu/library --Campus Libraries (top menu)--Norfolk--Study Rooms

2) Select time desired by clicking green boxes.

   ![Study Room Schedule](image1)

   2) Requested time slots will be yellow and appear below the daily schedule along with the Terms of Use.

   ![Study Room Schedule](image2)

   **Booking Details**

   Note: A daily maximum of 4 hours can be booked.

   - Study Room 1 4:00pm - 4:30pm, Monday, February 19, 2018
   - Study Room 1 4:30pm - 5:00pm, Monday, February 19, 2018

3) Read and agree to the Terms of Use. Click “Continue” to enter booking details.
4) Complete all fields of the booking detail and click “Submit my Booking”. *By making a reservation, students agree to the Terms of Use.

5) Student, faculty, or staff member will receive a confirmation email listing the booking.