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# Law Library Room Reservation Policy

Georgia State University Law Library

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## Law Library Room Reservation Policy

The College of Law Library provides group study rooms to currently enrolled Georgia State College of Law students. The primary purpose of these rooms is to provide a place for students to engage in collaborative and cooperative study in small groups.

- Students in groups of two or more may reserve study rooms on a first come/first served basis. Students are encouraged to make their own reservations using the [online booking system](#).
- If a group is unable to use a reservation, the student making the reservation is responsible for canceling the reservation in advance of the scheduled reservation time, to assure that the space is available for other students' use.
- Once a room is reserved, two members of the group are required to check out the room key from the Circulation Desk. If a group study room has been reserved, at least two people in the group must be present within the first 10 minutes of the reservation hour. A group that is more than 10 minutes late forfeits their reservation.
- The maximum reservation period for a group study room is three (3) hours per day per campus ID.
- Failure to timely return the key at the end of the reservation period will result in a fine accruing at the rate of 10 cents per minute.
- Reservations may be made up to one week in advance of the reservation date.

Cooperation and courtesy are appreciated. Patrons who intentionally and repeatedly violate this policy risk being banned from reserving a group study room for one semester.

**Enforcement begins January 10, 2011.**