While Stetson study rooms are sometimes used by students from other schools, **Stetson students have first use of ALL study rooms, and ONLY STETSON STUDENTS MAY RESERVE STUDY ROOMS.** Occasionally, faculty, staff or administrators may reserve Library study rooms, but such reservations are only allowed when they will not significantly impact study room availability for Stetson students.

The following study rooms may be reserved:

**In Gulfport:** 120(2), 121(2), 122(2), 123(2), 124(2), 125(2), 126(2), 127(2), 128(2), 129(2), 130(2), 131(2), 212(2), 213(2), 214(2), 215(2), 216(2), 217(2), 218(2), 219(2), 220(2), 221(2), 222(2), 223(2), 224(2), 230(2), 231(2), 308(2), 309(2).

**In Tampa:** 115(2), 116(2), 117(2), 118(2), 122(2), 123(2), 124(2), 125(2), 221(2), 222(2), 223(2), 224(2), 225(2), 226(4), 227(4)

During reading week and finals

- the numbers in red indicate the required size of groups reserving study rooms
- 125(2) indicates this room may be reserved by study groups of at least 2 students
- Tampa 227(4) indicates this room may be reserved by study groups with 4 or more students.
- The names and email addresses for all study group members must be included when making the reservation

Except during reading week and finals, study rooms may be reserved for any number of people

Study rooms

- may only be reserved during the hours the library is open
- may be reserved for no more than a total of four hours a day, per individual or group
- may be reserved for multiple days at a time [you will need to log off and back into the system for each separate reservation]
- may be reserved for up to 3 weeks in advance
- should be reserved at least 12 hours before the reservation begins
- are reserved starting and ending on the hour
- may be reserved by faculty, TAs, RAs, or staff. Please contact roomreservation@law.stetson.edu for assistance

Don’t forget:

- If you or your group will be more than 30 minutes late call the law library [Gulfport 727-562-7820 or Tampa 727-562-7528]. A reservation booked in individual consecutive hours is treated as one reservation.
- after 30 minutes and no call, the entire reservation is cancelled
- In Gulfport, if you need to leave your room for 30-60 minutes, please check out a door hang tag at the circulation desk to indicate that you plan on returning. Hang tags can be checked out for 1 hour and are not renewable.
- do NOT leave items unattended in group study rooms
- the library is not responsible for items left unattended in group study rooms
- Public Safety officers will open available classrooms in Gulfport & Tampa for additional study space
- Failure to abide by this policy may result in an honor code violation.

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