

Go to the Laws Library Commons Brightspace homepage.

- For students this is the same place you go to access past Law School Exams.
- For Faculty you have been enrolled in the Laws Library Commons

Then select Law Library Resource Booking > Pick the day > Day again > Pick the Resource you wish to book > Check off which timeslot you wish to book.

Unfortunately, once you book a time, you cannot cancel it yourself. If you wish to cancel a booking or if you cannot find the Library Commons in your list of Brightspace courses please email [Mark.Lewis@dal.ca](mailto:Mark.Lewis@dal.ca)

### 1. Library Commons Homepage

The screenshot shows the top navigation bar with the Dalhousie University logo and 'LAWS - Library Commons'. Below the navigation bar is a header image with the text 'LAWS - Library Commons'. The 'Content Browser' dropdown menu is open, showing 'Bookmarks', 'Recently Visited', 'Law Library Resources Booking' (circled in red), and 'Law Exams'. To the right, there is a 'Law Library New Acquisitions' section with two book listings.

### 2. Pick a day

The screenshot shows the top navigation bar with the Dalhousie University logo and 'LAWS - Library Commons'. Below the navigation bar is a header image with the text 'LAWS - Library Commons'. The 'Content Browser' dropdown menu is open, showing 'Home', 'Law Library Resources Booking', and 'Law Exams'. The 'Law Library Resources Booking' dropdown menu is open, showing 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. To the right, there is a 'Law Library New Acquisitions' section with two book listings.

### 3.


#### 4. Pick a resource

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## Monday Bookings



- Monday Book a Computer**
  - 10 spaces available per 2 hour time slot (9-11, 12-2, 3-5).
- Monday Book 1st Floor Tables/Carrels**
  - 10 seats available per 2 hour time slot (9-11, 12-2, 3-5).
- Monday Book 2nd Floor Tables/Carrels**
  - 10 seats available per 2 hour time slot (9-11, 12-2, 3-5).
- Monday Book a Discussion Room**
  - 3 rooms available on 1st floor. 2 people maximum per room.
- Monday Retrieve/Sign out Book**
  - 2 people per 30 minute time slot.

#### 5. Pick a timeslot

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## Monday Bookings

### Choose Group - 1 - MONDAY - 1st Floor Tables/Carrels

Select a Group From the Following

Select a group to enroll in from the group category

1 - MONDAY - 1st Floor Tables/Carrels

	Group	Description	Members
<input checked="" type="radio"/>	9:00-11:00		0
<input type="radio"/>	12:00 - 14:00 (12pm-2pm)		0
<input type="radio"/>	15:00-17:00 (3pm-5pm)		0

Select Cancel