Detailed Instructions for Filling in the Study Room Reservation Form Morristown & Morris Township Library

- 1. Click on the desired date on the calendar at the left. You may reserve up to 2 weeks in advance.
- 2. Each room is booked separately. To select a room, click on Study Room 1 or Study Room 2 below the calendar.
- 3. Select the times desired by clicking in the check box next to each 15 minute interval. Times marked Reserved are already booked and unavailable. You may have to scroll down to see the complete list of times.
- 4. After selecting the times, scroll down and click the Continue button.
- 5. The reservation form will open. The Room Name, Date and Times are all filled in.
- 6. Type your library card or driver's license number (no spaces!) in the Library Card Number box. If you have used our system before, you may click Quick Entry and your contact information will be filled in automatically.
- 7. Please fill in all required fields, including Number of Attendees and Last Name of Card/License Holder. (Your last name will appear on the staff calendar so we will know who has reserved the room.)
- 8. If you fill in the Email field, you will receive a confirmation of your request with a link to allow you to cancel the room if necessary.
- 9. Click Verify Request. You will be prompted to fill in any missing information. If the form is complete, you will see the Room Request Summary. If you wish to make changes, use the browser Back button to return to the form.
- 10. When you are satisfied with the reservation, click Submit at the bottom of the Room Request Summary.
- 11. Please call the Reference Desk at 973-583-2592 with any questions. We will be happy to help you with the reservation system.