

Booking a Law Library Study Room or Media Room –

When you know your preferred time

Use the steps below to book a study room or media room in the Columbia Law Library. This is not the same process used to book a classroom in Jerome Greene Hall.

Links below are to screenshots in this document, in case a step is unclear. Click the link under each screenshot to return to these steps.

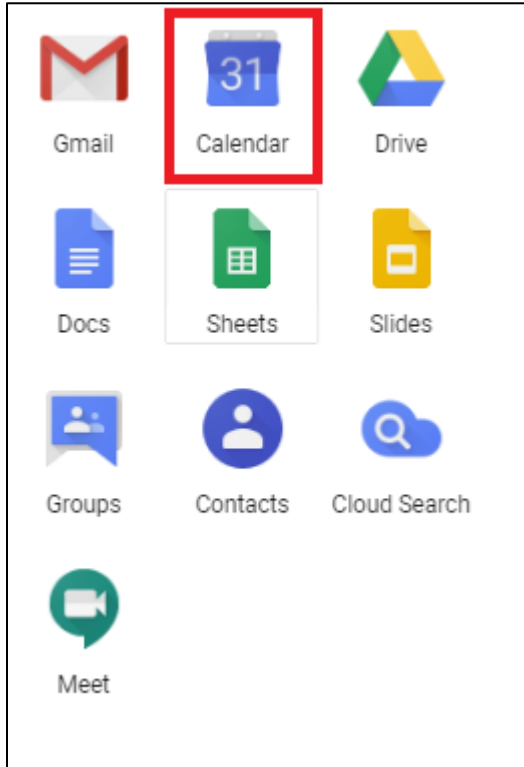
1. Log into your Lionmail account (lionmail.columbia.edu).
2. Click on the [Google Apps icon](#).
3. Click on [Calendar](#).
4. Click on the white space of the calendar at the time you'd like to book a room.
5. On the popup, click [More Options](#).
6. Add a [title to your booking](#).
7. Confirm [the start time, the end time, and the date](#) of your booking.
8. Click on [Rooms](#), on the right side.
9. Click on [Arthur W. Diamond Law Library](#).
10. Click [your preferred room from the available rooms](#). Only available rooms can be selected.
11. Click [Save](#).
12. You have successfully booked the room.

Click on the Google Apps icon.



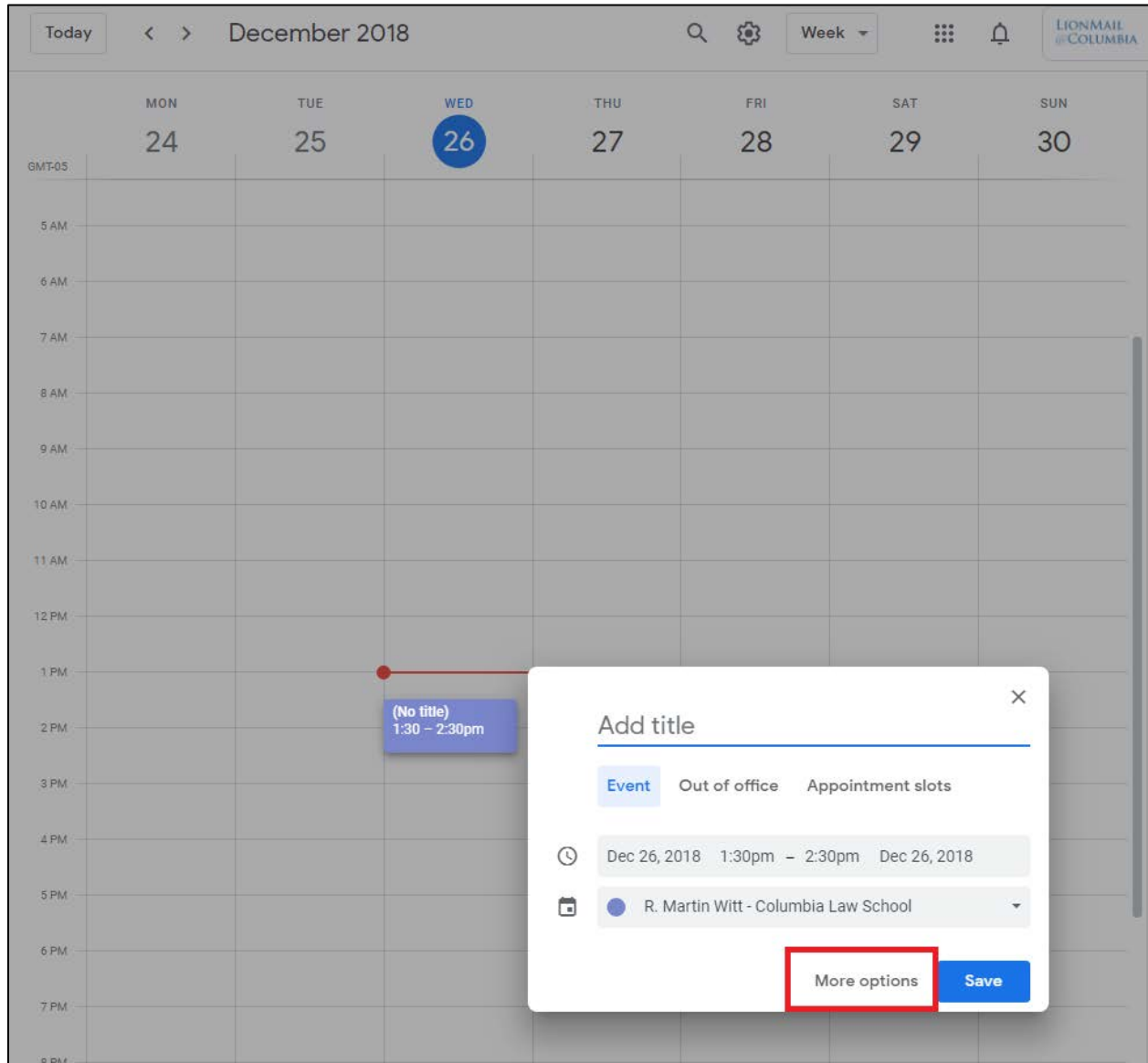
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Click on *Calendar*.



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On the popup, click *More Options*.



The screenshot shows a calendar application interface for December 2018. The current date is Wednesday, December 26. A booking popup is displayed for the time slot 1:30 PM to 2:30 PM on Wednesday. The popup has a title field with the text "Add title". Below the title field are three tabs: "Event" (selected), "Out of office", and "Appointment slots". The date and time are set to "Dec 26, 2018 1:30pm - 2:30pm Dec 26, 2018". The location is set to "R. Martin Witt - Columbia Law School". At the bottom of the popup, there are two buttons: "More options" (highlighted with a red box) and "Save".

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Add a title to your booking.

× **Add title** Save

Dec 26, 2018 1:30pm to 2:30pm Dec 26, 2018 Time zone

All day Does not repeat ▾

Event Details Find a Time **Guests** Rooms

📍 Add location Add guests

📺 Add conferencing ▾

🔔 Notification ▾ 30 minutes ▾ ×

Add notification

📅 R. Martin Witt - Columbia Law School ▾ ● ▾

📁 Busy ▾ Default visibility ▾ ⓘ

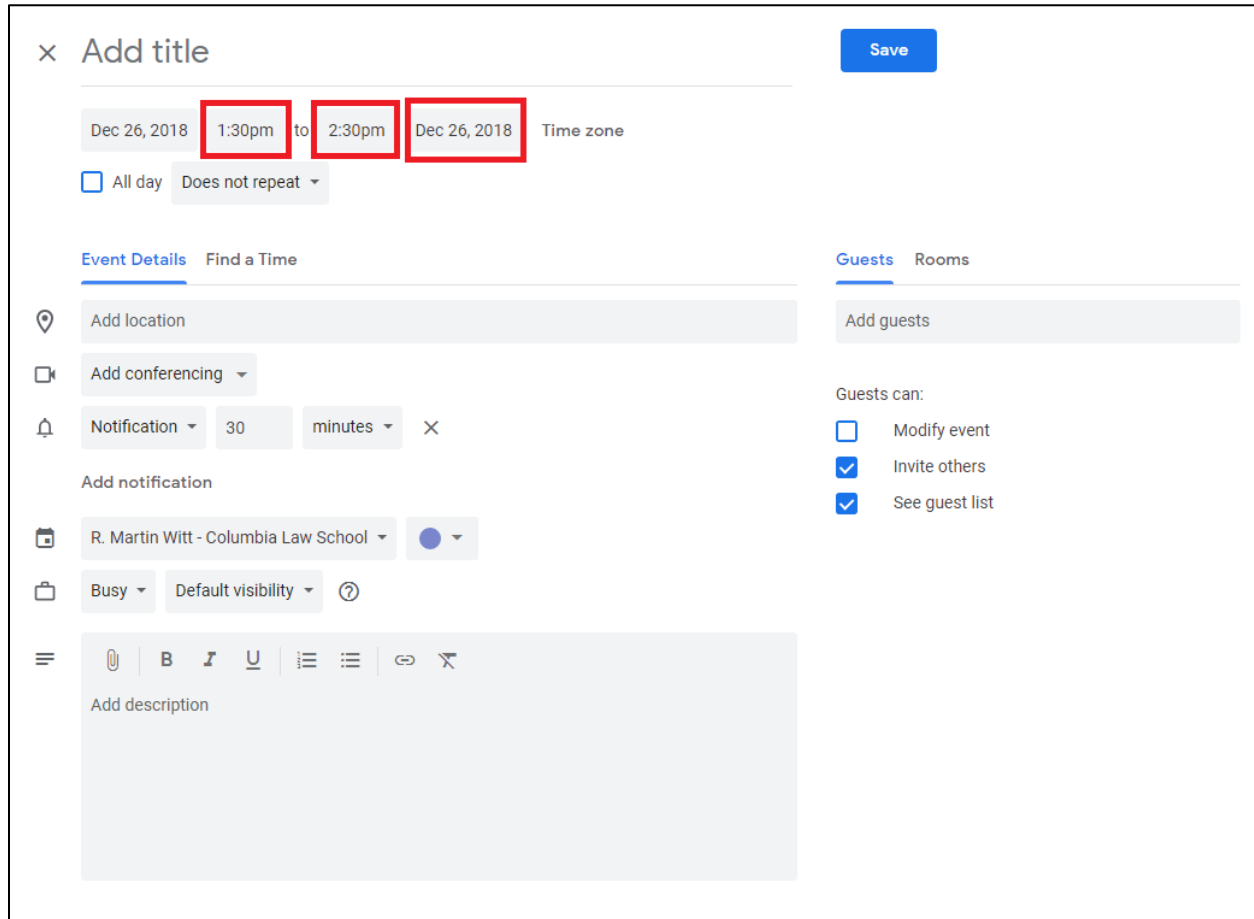
📄 | **B** | *I* | U | ☰ | ☷ | 🔗 | ✂

Add description

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Confirm the start time, the end time, and the date of your booking.



× Add title Save

Dec 26, 2018 **1:30pm** to **2:30pm** Dec 26, 2018 Time zone

All day Does not repeat ▾

Event Details Find a Time **Guests** Rooms

Add conferencing ▾

Notification ▾ 30 minutes ▾ ×

Add notification

R. Martin Witt - Columbia Law School ▾ ● ▾

Busy ▾ Default visibility ▾ ?

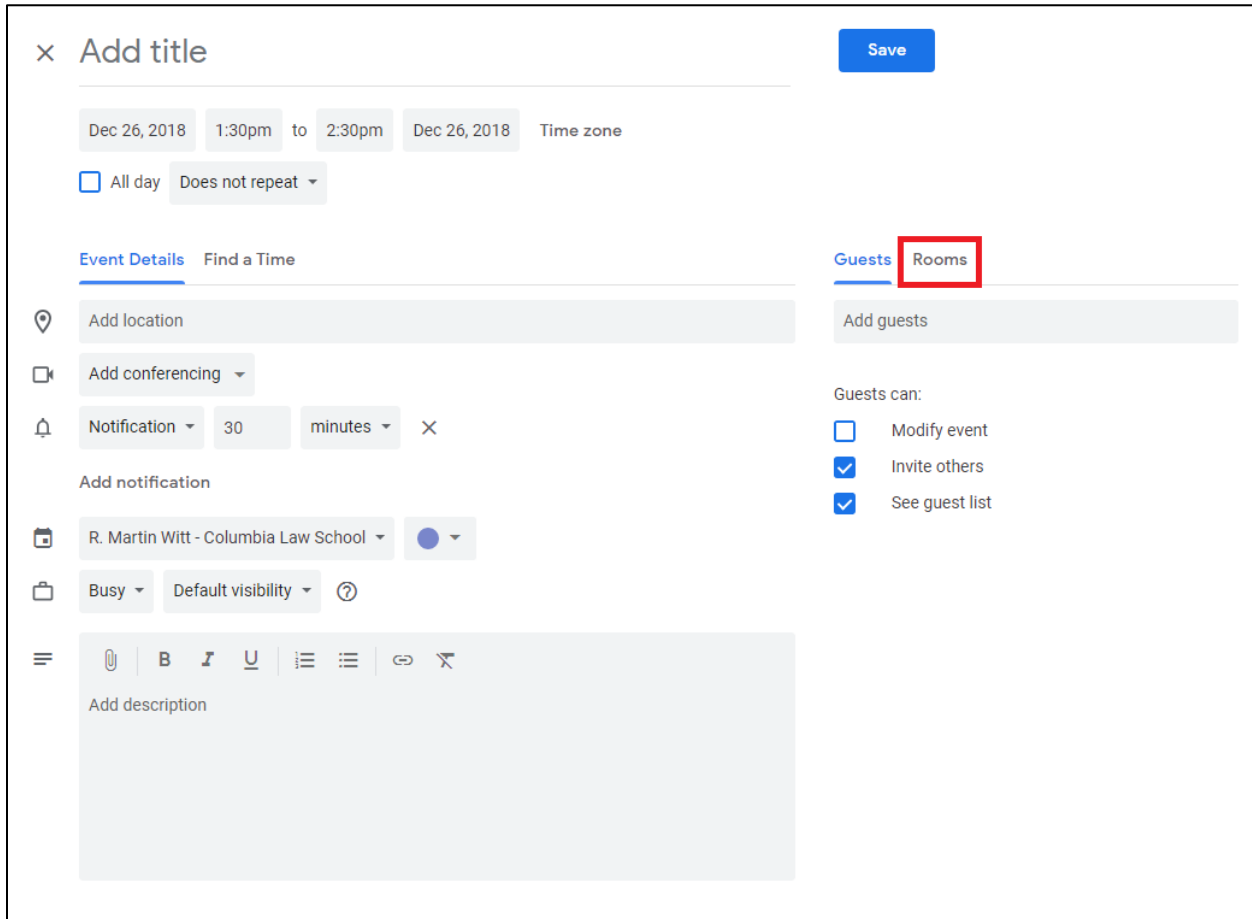
Guests can:

- Modify event
- Invite others
- See guest list

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Click on **Rooms**, on the right side.

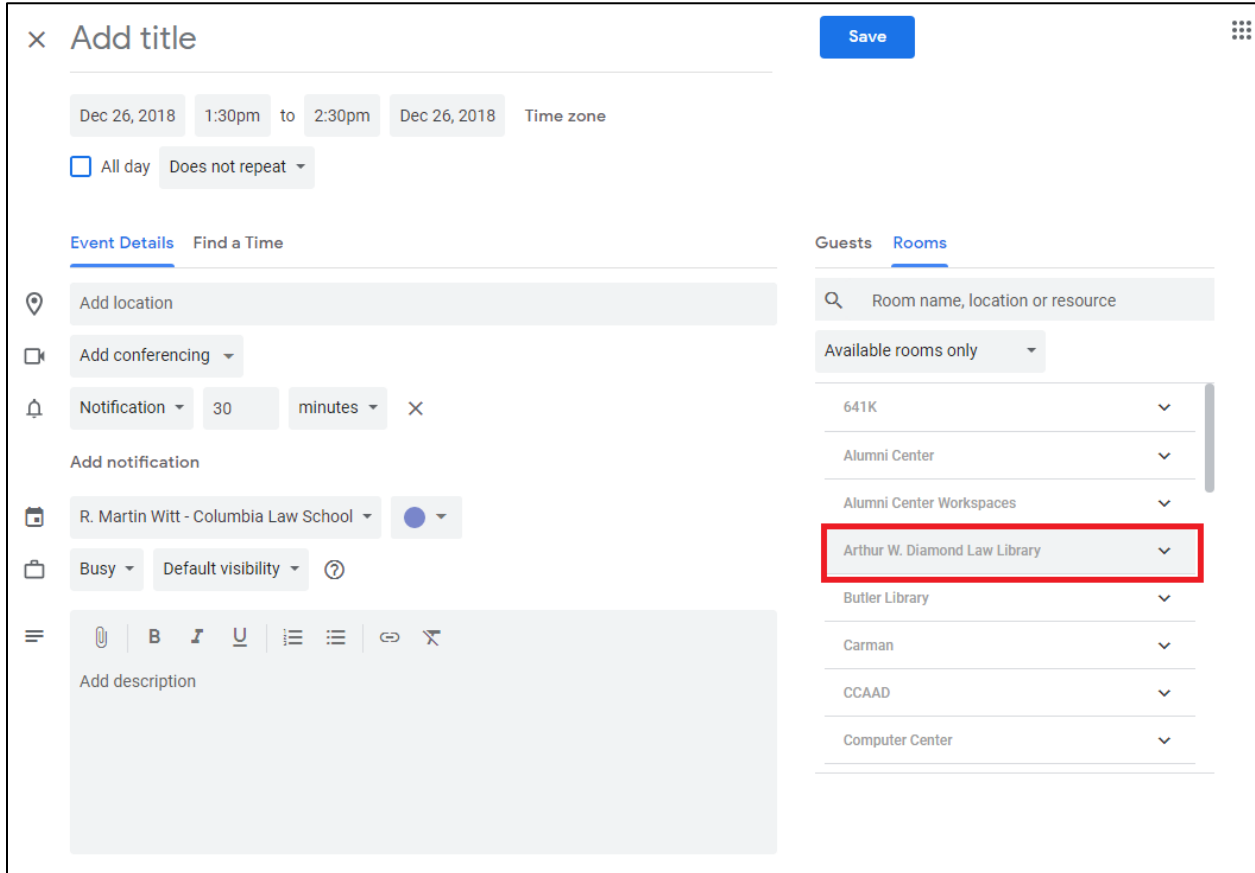


The screenshot shows a meeting booking interface. At the top left, there is a close button (X) and the text "Add title". To the right is a blue "Save" button. Below this, the date and time are set to "Dec 26, 2018 1:30pm to 2:30pm Dec 26, 2018" with a "Time zone" dropdown. There is an "All day" checkbox and a "Does not repeat" dropdown. Two tabs are visible: "Event Details" (underlined) and "Find a Time". On the right side, there are two tabs: "Guests" and "Rooms", with "Rooms" highlighted by a red rectangular box. Below the "Rooms" tab is an "Add guests" input field. On the left side, there are several fields: "Add location" with a location pin icon, "Add conferencing" with a dropdown arrow, "Notification" with a bell icon, a "30" input field, and a "minutes" dropdown with an "X" icon. Below this is an "Add notification" label. Further down is a calendar icon, a dropdown menu showing "R. Martin Witt - Columbia Law School" with a blue dot and a dropdown arrow, and a "Busy" dropdown with a "Default visibility" dropdown and a help icon. At the bottom left is a hamburger menu icon and a rich text editor toolbar with icons for link, bold, italic, underline, list, and link. Below the toolbar is a large text area labeled "Add description". On the right side, under the "Guests can:" heading, there are three checkboxes: "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked).

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Click on **Arthur W. Diamond Law Library**.

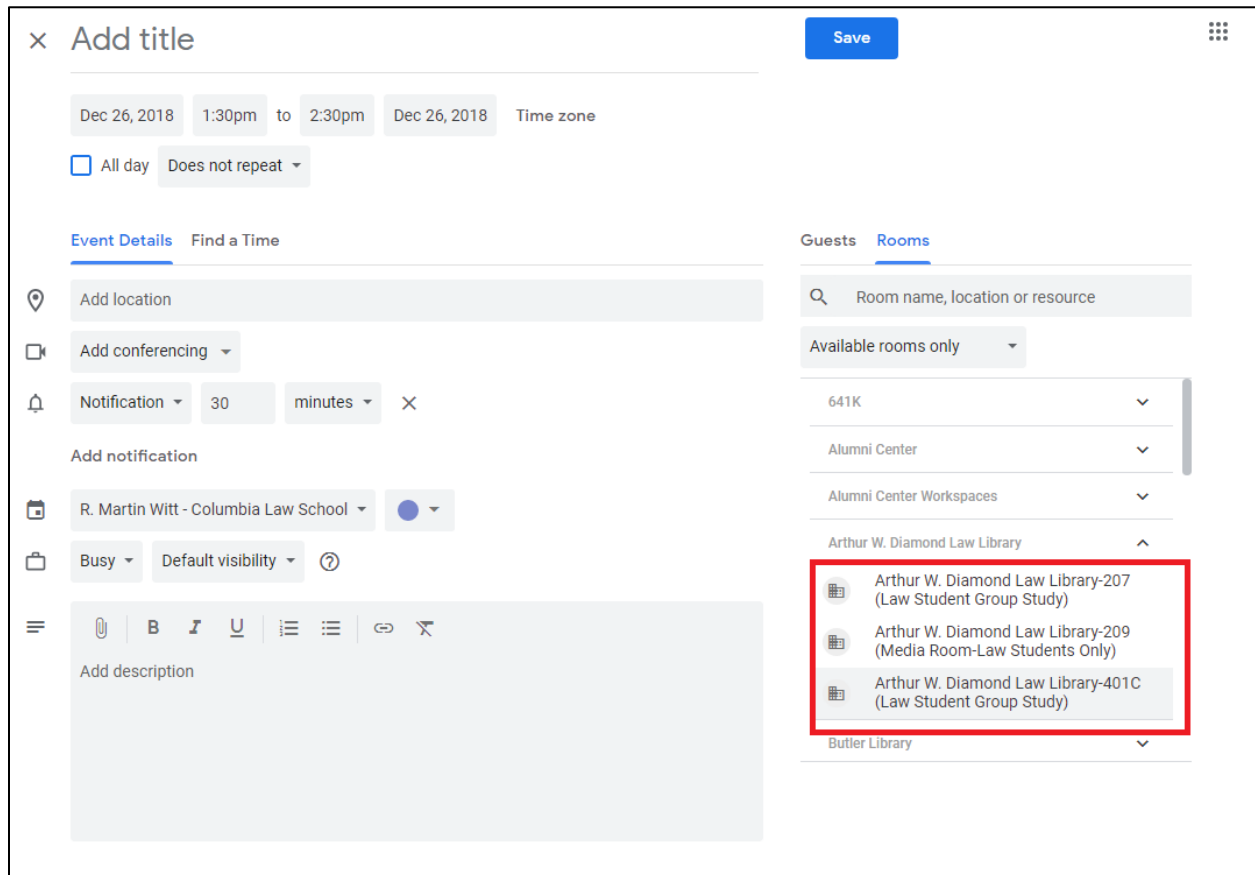


The screenshot shows a room booking interface. At the top, there is a title field with a close button (x) and a 'Save' button. Below the title, there are date and time selection fields: 'Dec 26, 2018', '1:30pm to 2:30pm', 'Dec 26, 2018', and 'Time zone'. There are also checkboxes for 'All day' and 'Does not repeat'. The interface is divided into two main sections: 'Event Details' and 'Rooms'. The 'Rooms' section is currently active, showing a search bar with the placeholder 'Room name, location or resource' and a dropdown menu set to 'Available rooms only'. A list of rooms is displayed, including '641K', 'Alumni Center', 'Alumni Center Workspaces', 'Arthur W. Diamond Law Library' (highlighted with a red box), 'Butler Library', 'Carman', 'CCAAD', and 'Computer Center'. The 'Event Details' section includes fields for 'Add location', 'Add conferencing', 'Notification' (set to 30 minutes), 'Add notification' (set to 'R. Martin Witt - Columbia Law School'), 'Busy' status, and 'Default visibility'. A rich text editor is also present for adding a description.

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Click your preferred room from the available rooms. Only available rooms can be selected.



The screenshot displays a room booking interface. At the top, there is a header with a close button (x) and the text "Add title". A "Save" button is located in the top right corner. Below the header, the event details are shown: "Dec 26, 2018 1:30pm to 2:30pm Dec 26, 2018 Time zone". There are options for "All day" (unchecked) and "Does not repeat".

On the left side, there are sections for "Event Details" and "Find a Time". Below these are fields for "Add location", "Add conferencing", "Notification" (set to 30 minutes), "Add notification", "R. Martin Witt - Columbia Law School", "Busy", and "Default visibility". A rich text editor is at the bottom left with the text "Add description".

On the right side, there are tabs for "Guests" and "Rooms". The "Rooms" tab is active, showing a search bar "Room name, location or resource" and a dropdown menu "Available rooms only". A list of rooms is displayed, with three rooms highlighted by a red box:

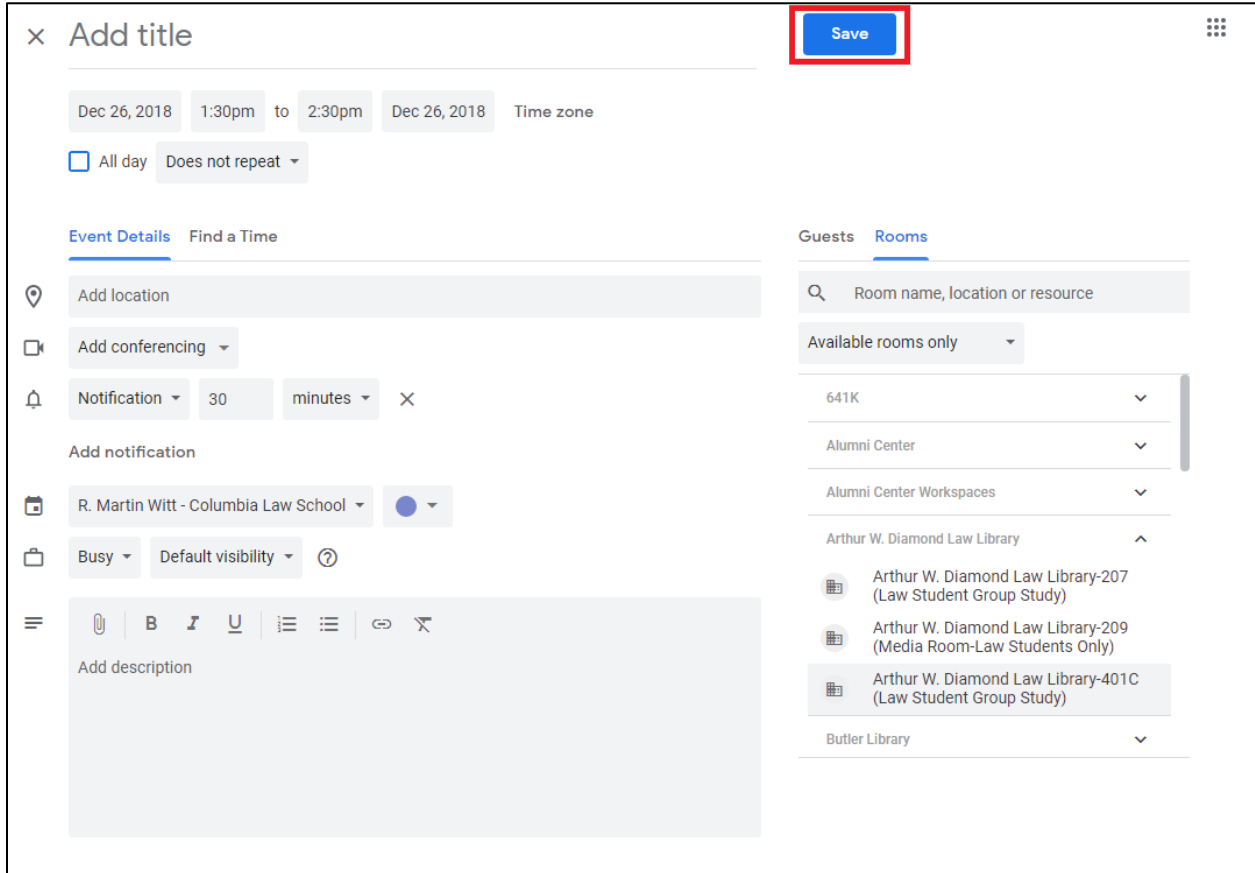
- Arthur W. Diamond Law Library-207 (Law Student Group Study)
- Arthur W. Diamond Law Library-209 (Media Room-Law Students Only)
- Arthur W. Diamond Law Library-401C (Law Student Group Study)

Other rooms listed include 641K, Alumni Center, Alumni Center Workspaces, and Butler Library.

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Click Save.



The screenshot shows a room booking interface. At the top left, there is a close button (X) and the text "Add title". At the top right, there is a blue "Save" button highlighted with a red box. Below the title, there is a date and time selection area: "Dec 26, 2018 1:30pm to 2:30pm Dec 26, 2018 Time zone". There is also an "All day" checkbox and a "Does not repeat" dropdown. Below this, there are tabs for "Event Details" and "Find a Time". The "Event Details" tab is active. On the left side, there are several input fields: "Add location", "Add conferencing", "Notification" (set to 30 minutes), "Add notification", "R. Martin Witt - Columbia Law School", "Busy", and "Default visibility". At the bottom left, there is a rich text editor with "Add description" and various formatting options. On the right side, there are tabs for "Guests" and "Rooms". The "Rooms" tab is active, showing a search bar "Room name, location or resource" and a dropdown menu "Available rooms only". The list of rooms includes: "641K", "Alumni Center", "Alumni Center Workspaces", "Arthur W. Diamond Law Library" (expanded to show "Arthur W. Diamond Law Library-207 (Law Student Group Study)", "Arthur W. Diamond Law Library-209 (Media Room-Law Students Only)", and "Arthur W. Diamond Law Library-401C (Law Student Group Study)"), and "Butler Library".

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