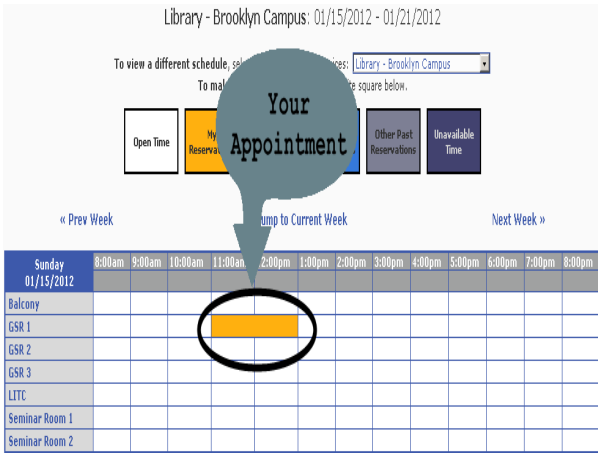
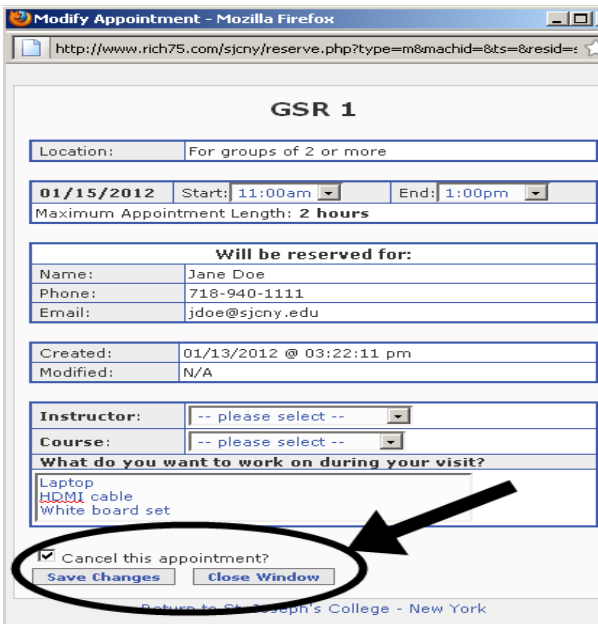


When your reservation is completed, you will see a **yellow box** in the time and location or your reservation. *An email confirmation will be sent to you.*



To **change or cancel** a reservation, click on the yellow area of your reservation. Make any changes or check “Cancel this appointment?” Click save changes.



## For More Information:

### Visit:

<http://mcentegart.sjcnyc.edu/InfoCommons/>

## Rules and Regulations

To provide the best possible experiences for our Library patrons, we must enforce the following:

- No food or drink is allowed (except bottled water)
- Cell phones must be turned off
- Please keep talking at a respectable level
- Do not leave any valuables unattended. The Library is not responsible for lost or stolen items.

### Care of Library Materials

Please treat library materials with respect. Please report any damage you discover to Library staff immediately.

If you have a Library related question that is not covered in this brochure, please e-mail us at: [bklibrary@sjcnyc.edu](mailto:bklibrary@sjcnyc.edu)

Thank you for your cooperation and support.

The McEntegart Hall Library  
<http://mcentegart.sjcnyc.edu>

To make an appointment on your Smartphone, scan this QR Code:



## How to Make a Room Reservation in the Library

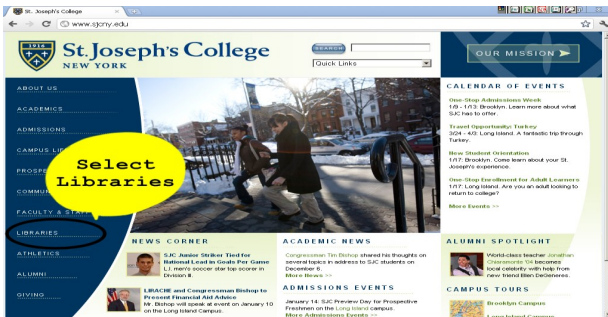
This guide can assist in making a room reservation for the Group Study Rooms, or Seminar Rooms (Room 300 on the 3rd Floor). *Faculty can also make reservations for the LITC & Balcony.*

McEntegart Hall Library  
222 Clinton Ave  
Brooklyn, NY 11205-3601

Reference Desk: 718.940.5880  
Circulation Desk: 718.940.5878  
[bklibrary@sjcnyc.edu](mailto:bklibrary@sjcnyc.edu)

# Making a Reservation

Go to [www.sjcnj.edu](http://www.sjcnj.edu) and select "Libraries"



Select "Brooklyn Campus—McEntegart Library"

## LIBRARIES

Books Articles Journals Research Guide Ereserves

Keywords

Limit To: **Both SJC Libraries**

### BROOKLYN CAMPUS MCENTEGART LIBRARY

222 Clinton Avenue  
Brooklyn, NY 11205  
718.940.5878

Monday: 8 a.m. to 10 p.m.

Tuesday: 8 a.m. to 10 p.m.

Wednesday 8 a.m. to 10 p.m.

### LONG ISLAND CAMPUS CALLAHAN LIBRARY

25 Audubon Avenue  
Patchogue, NY 11772  
631.687.2636

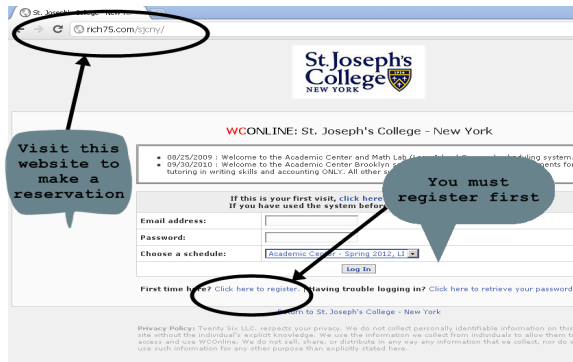
Monday: 7:30 a.m. to 9 p.m.

Tuesday: 7:30 a.m. to 9 p.m.

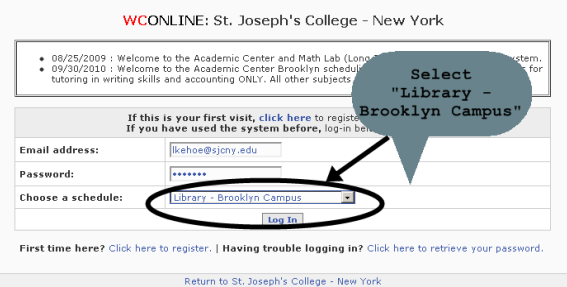
Wednesday 7:30 a.m. to 9 p.m.

Click on either link to **initiate** a reservation.

First time users must register. The website is: [rich75.com/sjcnj/](http://rich75.com/sjcnj/)



Login with your email and password. Select "Library—Brooklyn Campus"



Click on a **white box** within your preferred date, time & location to start a reservation.



For GSR & Seminar Rooms:

- Priority will be given to groups of two or more making a reservation.
- Reservations can be made for up to 2 hours.

Complete the form:

If you need to borrow Library equipment, please indicate that in the box.

- Only faculty members can use "LITC" and "BAL."
- When complete, click "Save Appointment."

For your convenience, a **Reservation Station** is located at the **Circulation Desk**

