Booking a space

1. From the Meeting Rooms page, select the **Library** where you'd like to book a space by clicking “Book a Room.”

<table>
<thead>
<tr>
<th>Location</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacksonville</td>
<td>No</td>
</tr>
<tr>
<td>Medford</td>
<td>Click to Book a Room</td>
</tr>
<tr>
<td>Phoenix</td>
<td>No</td>
</tr>
</tbody>
</table>

2. Select the **Room Category** you would like to book using the dropdown.
3. Navigate to the date when you want to book a space.
   a. Use the **Go to Date** button to select a specific date.
   b. Use the **Back (<)** and **Forward (>)** buttons to navigate between weeks.
   c. If there are no available times in the current view, the **Next Available** button will appear. Clicking this button will jump you to the next available time slot.

4. Click on an available time slot for a space to start a booking at that time.
d. To view more info about a space, including the photo, description, and directions, click on the room’s **Info** button. Or, click on the space’s name to view its standalone booking page. This page includes not only the room's info, directions, etc., but it also allows you to view its availability and submit a booking.

e. Use the horizontal scroll bar to view additional times in the grid.

5. For the selected room, you can select a different due time from the dropdown menu.

d. To remove the room from your booking, click its **trash can ( )** button.

6. Click the **Submit Times** button.

7. Sign in to room booking using your library card number and your PIN in order to confirm your cardholder status.

8. Review the terms & conditions for this space, then click **Continue**.

   h. To modify your booking, click the **Change** link under the **Booking Details**.

9. Fill out the booking form.

   i. If your category has public nicknames enabled, there will be a field where you can give your booking a name (e.g. “Study Group”). This will add your booking to a searchable list that will allow other users to more easily find your booking, which is especially useful for events, workshops, or study groups.

   j. To modify your booking, click the **Change** link under the **Booking Details**. Once a booking is submitted, it can only be edited by a staff user.

### Booking Details

<table>
<thead>
<tr>
<th>Item</th>
<th>Category</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams Conference Room</td>
<td>Medford Meeting Rooms</td>
<td>10:00AM 06/06/2019</td>
<td>12:00PM 06/06/2019</td>
</tr>
</tbody>
</table>

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Meeting Title *

Name of Person Responsible *

Person Responsible Phone Number *
10. Click the **Submit my Booking** button.

You will receive a confirmation email about your submission, as well as a notification if your request has been approved or denied. The email will contain a link that can be used to view or cancel your booking.