LibCal User Guide

How to Book a Meeting Room

- Choose the branch where you want to make a reservation.
- Click inside the green time “box” of the room you’d like to book. Your reservation is in yellow.
- To add another meeting room, click the corresponding green box.
- Need another date? Click “Go To Date” to pick a new date.
- Changed your mind? Click trashcan icon delete the reservation to start over.
- Choose your end time and then click “Submit Times.”

- Please read through the Terms and Conditions before clicking “Continue.”
- “Booking Details” will appear. Required information includes your first and last name, email address, phone number, number of persons using the room and purpose/organization.
- Click “Submit my Booking.”

Booking Details

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

Meeting Rooms are mediated. You’ll receive an email once your reservation is approved. Meeting Rooms may be reserved for the current month plus the next two months.