



## Requesting Innovation Center Equipment Online

### STEP 1

Visit <https://sppl.org/innovation-lab-equipment/> for information about Innovation Center equipment.

Click “Request to Reserve Equipment” to begin your booking request.

### STEP 2

Choose the date for your request by using the “Go To Date” calendar tool, clicking the forward or backward arrows to scroll through dates, or clicking the “Next Available” button.

Equipment can be requested up to 30 days in advance. The minimum lead times for requests is 2 days. The “Next Available” button will jump you to the earliest date and time that can be requested.

Choose a start time for your reservation. Available start times are shown in green.

Tuesday, February 25, 2020

Go To Date < >

	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
Soldering Iron 1 - WIN Center (Capacity 1)			Available								
Soldering Iron 2 - WIN Center (Capacity 1)			Available								
Soldering Iron 3 - WIN Center (Capacity 1)			Available								
Soldering Iron 4 - WIN Center (Capacity 1)			Available								
Soldering Iron 5 - WIN Center (Capacity 1)			Available								

Available Start Time Your Booking Unavailable or Padding

Start times are available in 15-minute increments (10:00, 10:15, 10:30, 10:45, etc.) Click the box for your meeting’s start time in the row for the room you would like to request.

### STEP 3

Your booking request will appear in orange. “Padding” time around your meeting will appear in red. (Padding is time the booking system puts in place to keep equipment bookings from running into one another.)

Tuesday, February 25, 2020

Go To Date < >

	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
Soldering Iron 1 - WIN Center (Capacity 1)			Available	Available	Your Booking	Your Booking	Your Booking	Your Booking	Unavailable	Available	Available
Soldering Iron 2 - WIN Center (Capacity 1)			Available	Available	Available	Available	Available	Available	Available	Available	Available
Soldering Iron 3 - WIN Center (Capacity 1)			Available	Available	Available	Available	Available	Available	Available	Available	Available
Soldering Iron 4 - WIN Center (Capacity 1)			Available	Available	Available	Available	Available	Available	Available	Available	Available
Soldering Iron 5 - WIN Center (Capacity 1)			Available	Available	Available	Available	Available	Available	Available	Available	Available

Available Start Time  
  Your Booking  
  Unavailable or Padding

**Soldering Iron 1 - WIN Center:** 11:15am Tuesday, February 25, 2020 until... 1:15pm Tuesday, February 25, 2020

Modify time or click trash can to start over.

Continue

Modify the ending time for the booking using the drop-down selection menu.

To choose a different start time, click the trash can icon.

Click “Continue” to show Terms & Conditions and proceed to the booking application.

#### STEP 4

Review your booking request. If you need to change your request, click the “Change” link to go back to the available times.

### Booking Details

Item	Category	From	To	
Soldering Iron 1 - WIN Center	Soldering	11:15am Tuesday, February 25, 2020	1:15pm Tuesday, February 25, 2020	<a href="#">Change</a>

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

Full Name \*

Email \*

Are you an Innovation Lab member? \*  Yes  No

Library Card Number \*

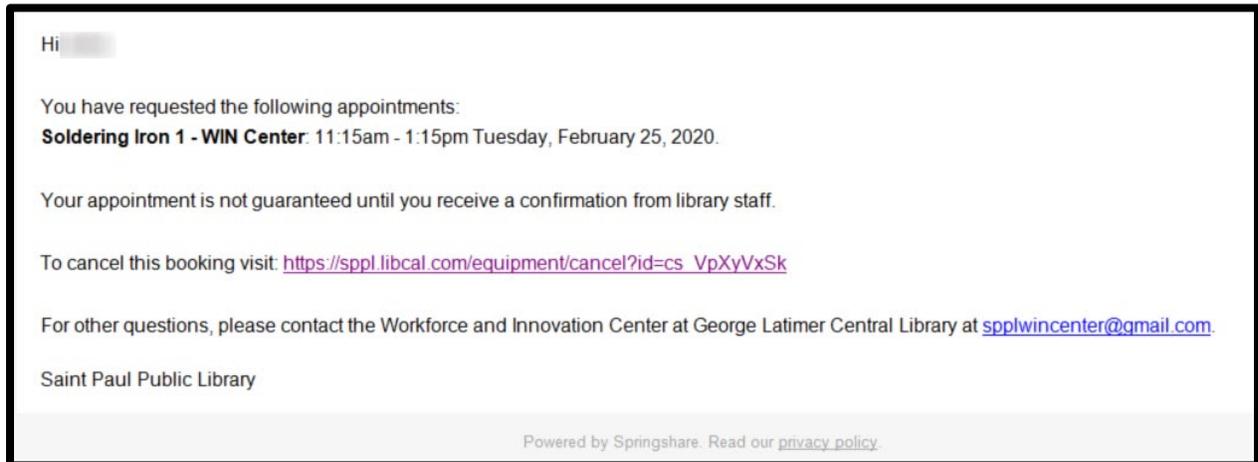
Will you need help from library staff using the requested equipment? \*  Yes  No

Submit my Booking Request

Click the "Submit my Booking Request" button to proceed.

## STEP 5

Once you have submitted your request, you will receive an email message confirming that it has been received. The message will come from this email address: **alerts@mail.libcal.com**.



Library staff will review your request and contact you if more information is needed. When your request is approved, you will receive an email message confirming the reservation.

If the request is denied, you will receive an email message letting you know that the request could not be accommodated.

Contact the library if you have any questions or would like any additional information.