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.

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.)
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.
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.

![Email Example]

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.