

# LIBCAL USER GUIDE

## HOW TO BOOK A MEETING ROOM

Arapahoe Libraries / LibCal

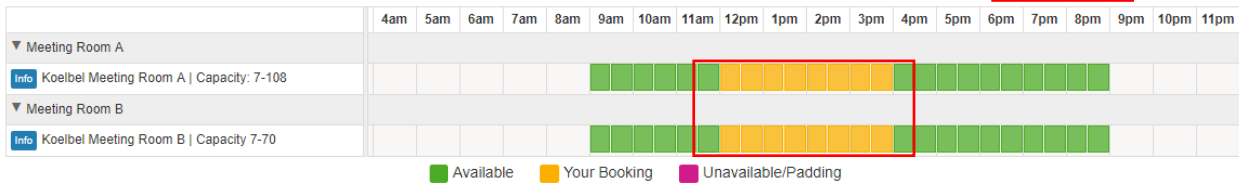
Reserve a Space

Select a location below to begin

- Castlewood Library
- Eloise May Library
- Kelper Library
- Koebel Library
- Sheridan Library
- Smoky Hill Library

- 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.”

Go To Date



Koebel Meeting Room A | Capacity: 7-108: 12:00pm Monday, January 8, 2018 until...

4:00pm Monday, January 8, 2018

Koebel Meeting Room B | Capacity 7-70: 12:00pm Monday, January 8, 2018 until...



4:00pm Monday, January 8, 2018

Submit Times

Add Equipment

- 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

Item	Category	From	To	
 Koebel Meeting Room B   Capacity 7-70	Meeting Room B	12:00pm Friday, January 5, 2018	4:00pm Friday, January 5, 2018	<a href="#">Change</a>
 Koebel Meeting Room A   Capacity: 7-108	Meeting Room A	12:00pm Friday, January 5, 2018	4:00pm Friday, January 5, 2018	<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 \*

Number of Persons \*

Phone Number \*

Purpose/Organization \*

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.