

LIBCAL USER GUIDE

HOW TO BOOK A STUDY ROOM

Arapahoe Libraries / LibCal

Reserve a Space

Select a location below to begin

- Castlewood Library
- Eloise May Library
- Kever Library
- Koelbel Library
- Sheridan Library
- Smoky Hill Library
- Southglenn 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. The reservation will populate up to 3 hours unless the reservation bumps into an existing reservation (colored pink). Your reservation is in yellow.
- Need another date? Click “Go To Date” to pick a new date.
- Changed your mind? Click trashcan icon delete the reservation to start over.

Go To Date < >

	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm
Info	Southglenn Study Room 1 Capacity 1-6																			


Available Your Booking Unavailable/Padding

Southglenn Study Room 1 | Capacity 1-6: 11:30am Saturday, January 6, 2018 until... 2:30pm Saturday, January 6, 2018

Submit Times

- 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.

Booking Details

Item	Category	From	To	
	Southglenn Study Room 1 Capacity 1-6	Study Room 1	11:30am Saturday, January 6, 2018	2:30pm Saturday, January 6, 2018 Change

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 * First Name Last Name

Email *

Number of Persons *

Phone Number *

Purpose/Organization *

Submit my Booking

- Click “Submit my Booking.”
- Study Rooms are mediated. You will receive an email with the reservation you made and an email confirmation once your reservation is approved.
 - Study Rooms may be reserved for a maximum of 3 hours a day.
 - Study Rooms may be reserved for the current month plus the next month.