

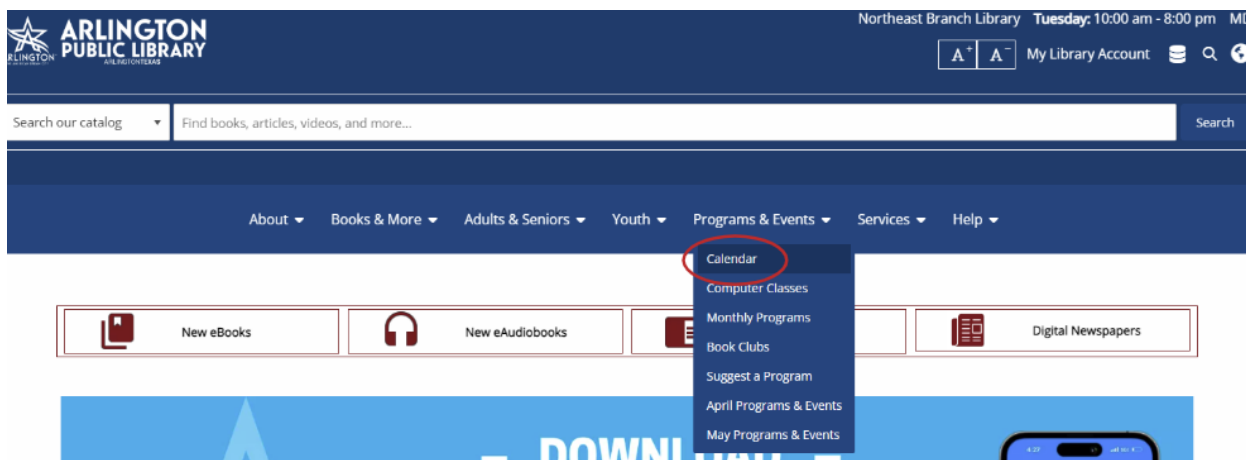


We have an exciting change coming your way! As DEMCO, our calendar and room reservation system, is sunsetting, we are proud to announce our new system: LibCal by Springshare. While our system might be a little different, the beginning steps on how to get there will stay the same. Below is a step-by-step tutorial to help you navigate to where you need to go.

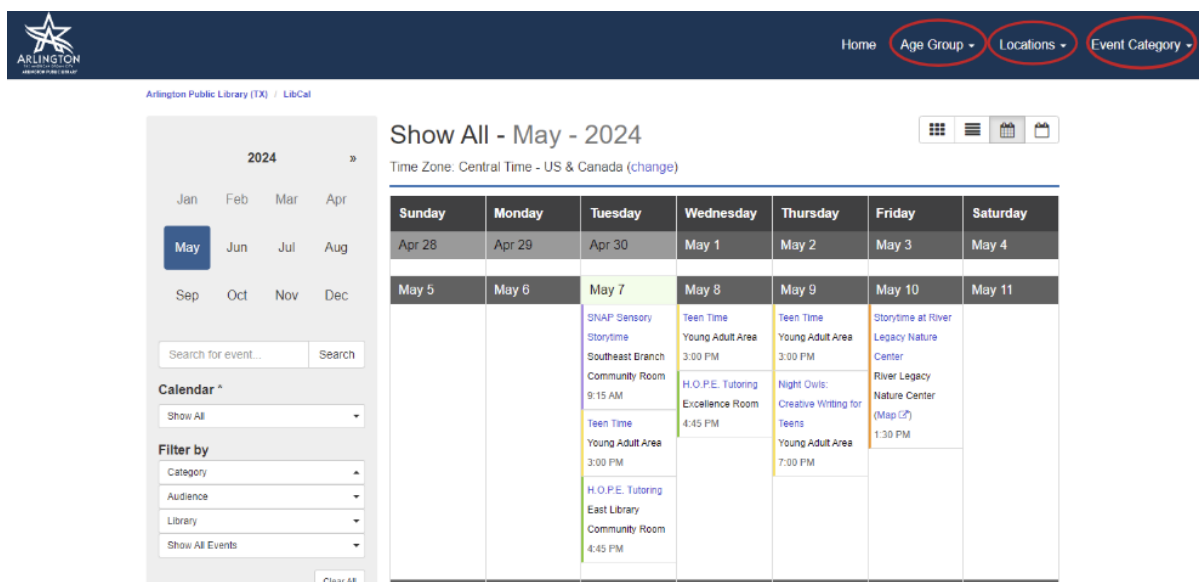
Finding Programs and Events

Libraries have a lot going on – programs and events for everyone! LibCal is a fully featured calendar and event management platform that provides the tools you need to see the who, what, where, when for everything that the library has going on at your fingertips. There are multiple ways to view the event calendar on your PC, tablet, or even on your mobile phone. You can quickly and seamlessly register for a program, print out program information, add to your Goggle calendar, share on your Facebook feed, and more!

Step 1: Go to arlingtonlibrary.org, on the main page in the Programs & Events drop-down menu, click Calendar to view our programs and events.



Step 2: On the calendar page, you may filter by Age Group, Location, and Event Category to see programs and events you think might best suit you.

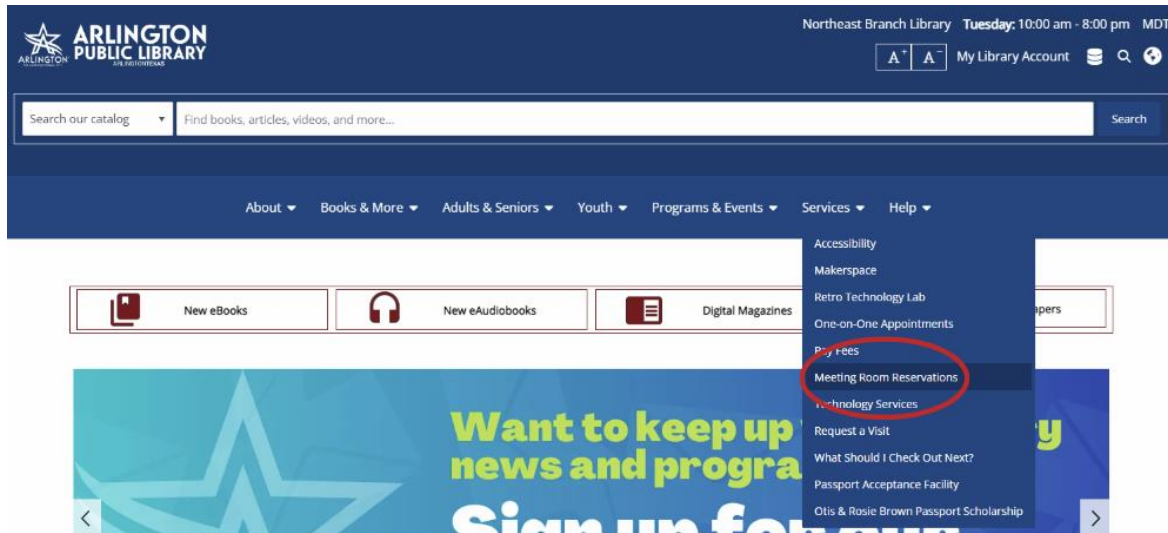


Making a Study Room Reservation

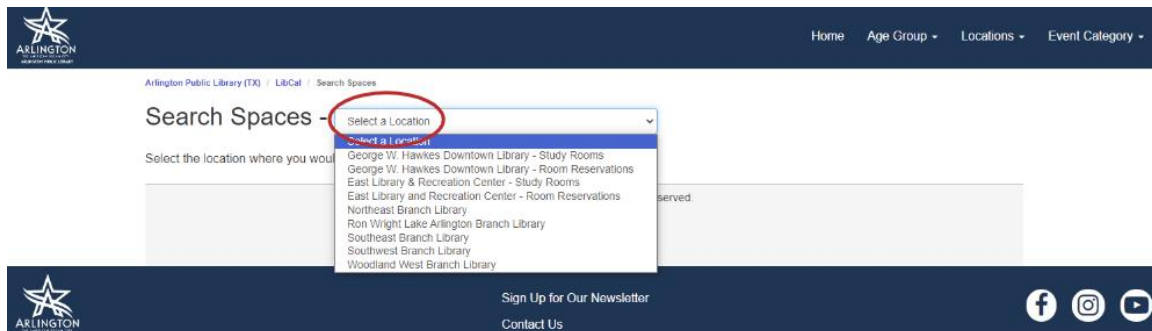
Are you looking for a space to study or have a small meeting? Check out the library study rooms! Smaller rooms that hold between 1-12 people can be reserved at a maximum of 4 hours per session at no cost.

To make a study room reservation, all you need is your library card. You must be an adult (18+) and your library account must be in good standing. You may have up to three active reservations at a time. You can review the complete Meeting and Study Room policy on our web site at <https://arlingtonlibrary.org/library-policies#380>.

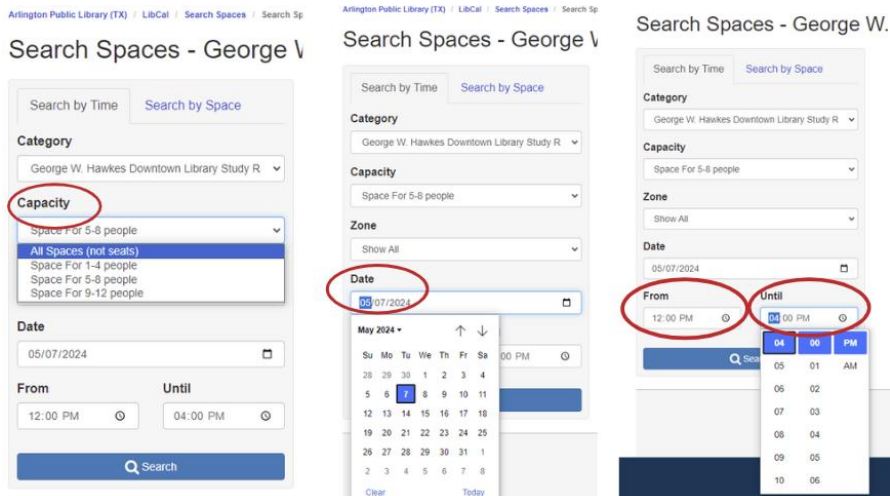
Step 1: Go to arlingtonlibrary.org, on the main page in the Services drop-down menu, click Meeting Room Reservations to start your reservation.



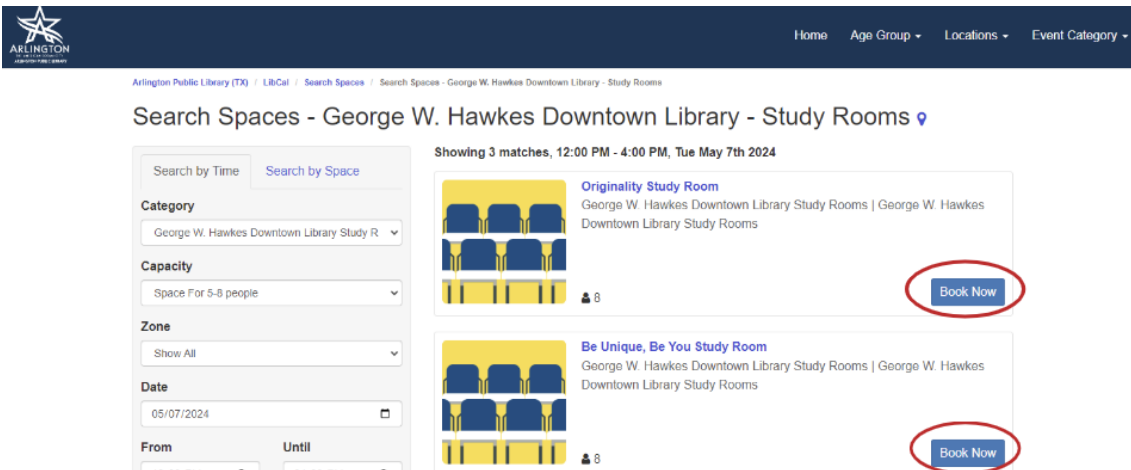
Step 2: Now choose which branch location you are looking for and which location you would like a Study Room. E.g., Location name – Study Rooms



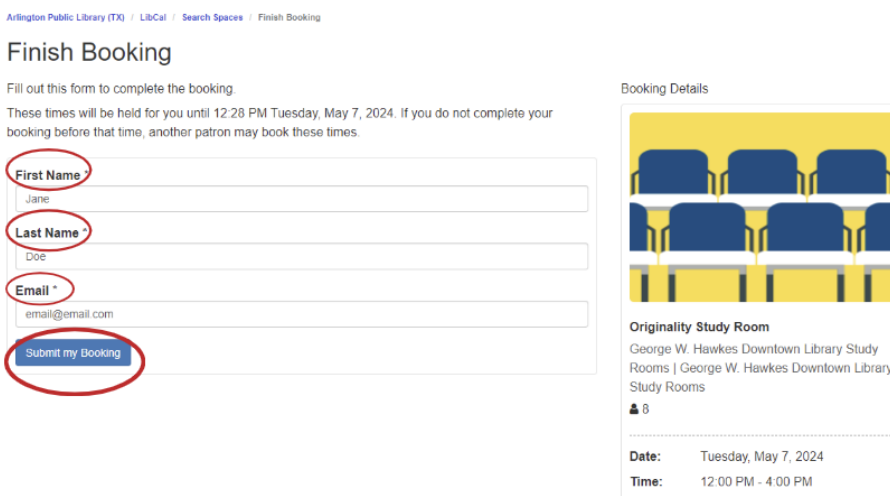
Step 3: When making a Study Room Reservation, make sure you choose the Capacity you need, the correct Date and time before you click the Search button.



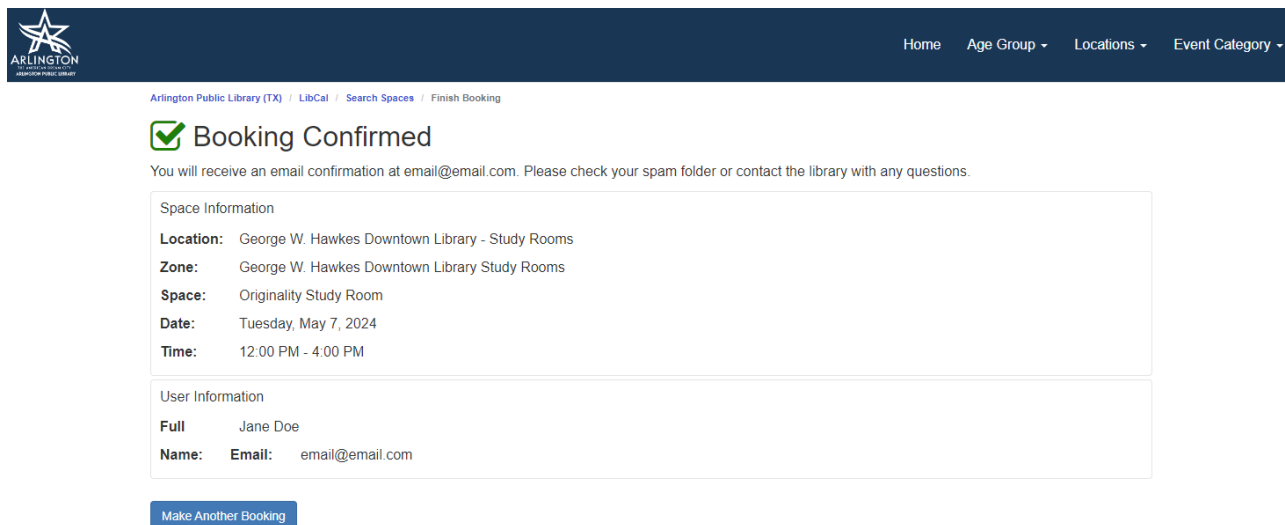
Step 4: Once you click Search, a list will come up with what is available based on what you have requested. You can click the Book Now button on whichever room you prefer.



Step 5: Once you click Book Now, you will be brought to a page for you to fill out your First Name, Last Name, and Email Address. After that has been filled out, click Submit my Booking.



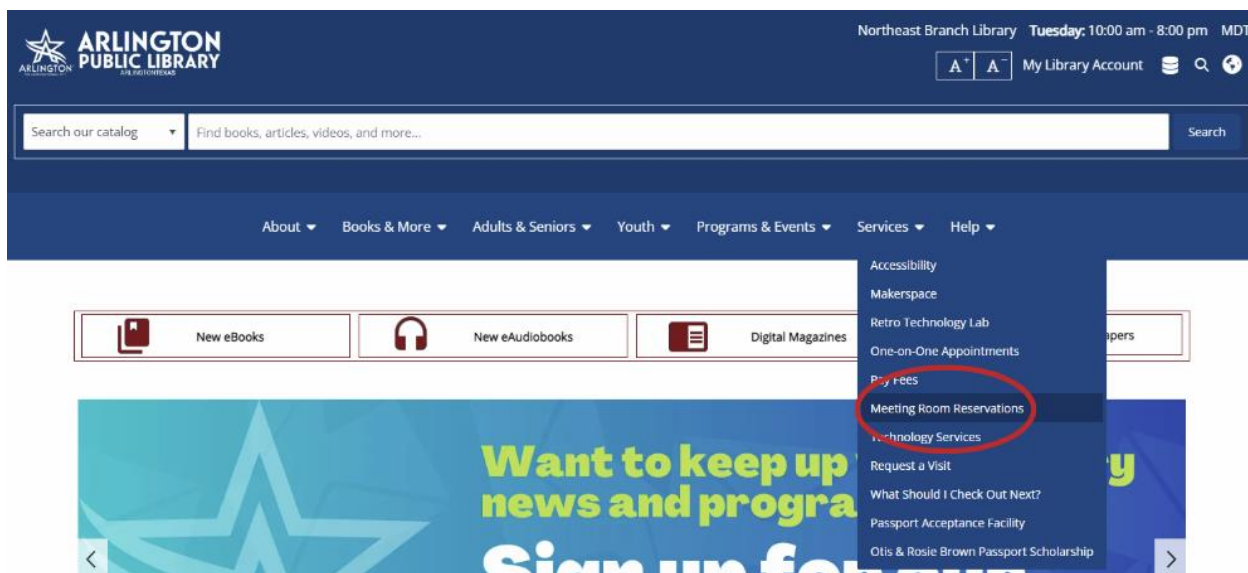
Step 6: Your booking is confirmed! The confirmation page looks like this:



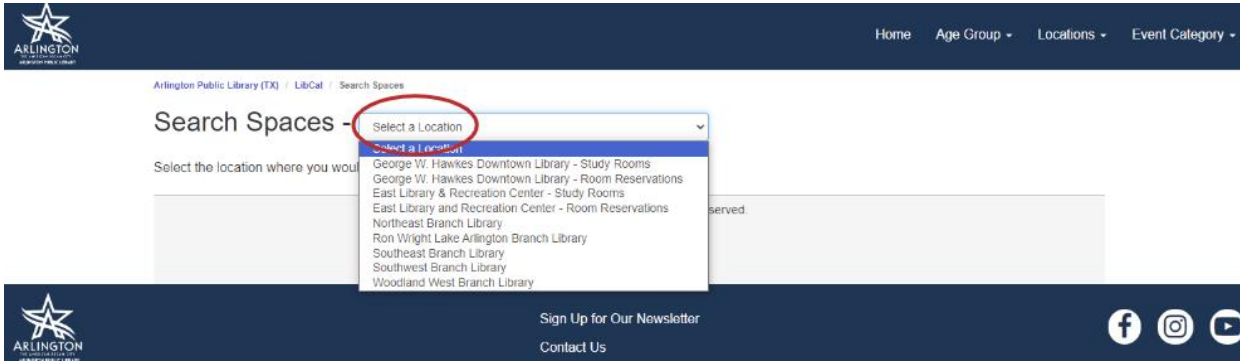
Making a Meeting Room Reservation

If you are looking for a place for a meeting or function, your local library is a convenient and affordable gathering place in your community. Meeting Room Reservations are larger rooms that hold more than 13 people. The George W. Hawkes Downtown Library has multiple meeting rooms you can reserve, and all other six (6) branch libraries have a Community Room for public reservations. In most instances there is no charge; however, some rooms at the Downtown Library have associated costs determined by the room and the amount of time requested to reserve the room. You may have up to three active reservations at a time. *All meeting room reservations must be made 72 hours or three days in advance.* To review room costs, click here: <https://arlingtonlibrary.org/library-policies#380>.

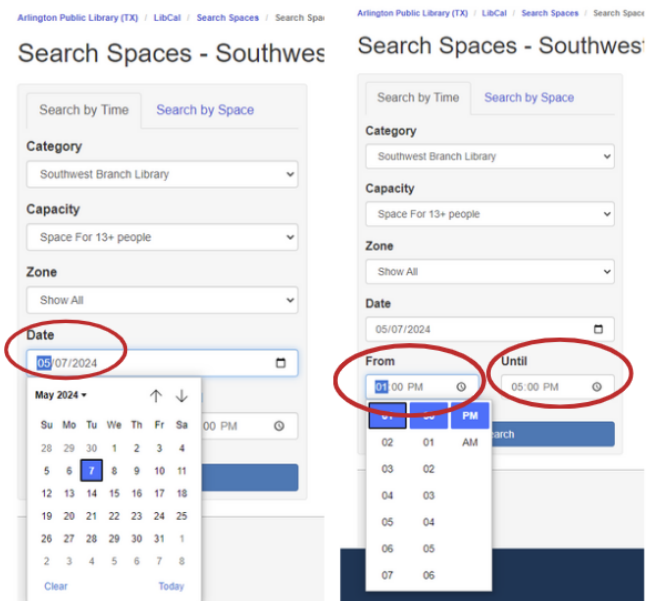
Step 1: Go to arlingtonlibrary.org, on the main page in the Services drop-down menu, click Meeting Room Reservations to start your reservation.



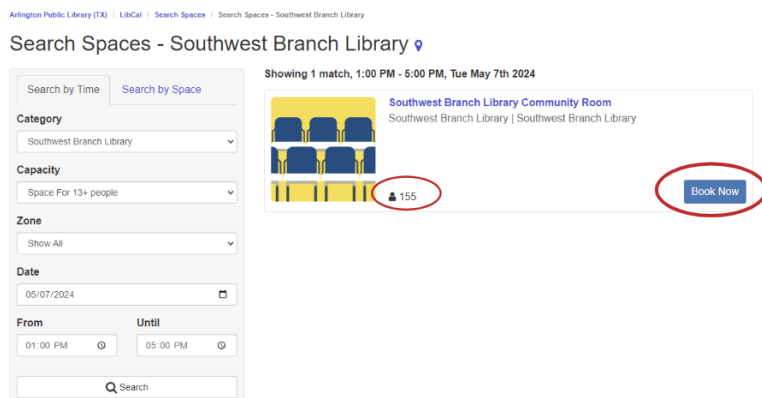
Step 2: Now choose the location you are looking for to start your reservation. Make sure when you are choosing a location – Room Reservation. Do not select a location that Study Rooms at the end of the location.



Step 3: When making a Room Reservation, choose the Date and time before you click the Search button.



Step 4: Once you click Search, and select from the available spaces, click the Book Now button if you are ready to continue.



Step 5: Once you click Book Now, you will be brought to the Finish Booking form. *Incomplete information will delay your reservation.* If you are a non-profit you are now required to *upload proof of your non-profit status with each reservation.* Once done, click Submit my Booking.

Finish Booking

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

These times will be held for you until 11:35 AM Thursday, May 9, 2024. If you do not complete your booking before that time, another patron may book these times.

First Name *

Last Name *

Email *

Library barcode number (see the back of your library card) *

Contact phone number *

Complete Organization Name (if personal usage enter "individual") *

Booking Details



Excellence Room

George W. Hawkes Downtown Library | George W. Hawkes Downtown Library - Third Floor

👤 40

Date: Saturday, May 11, 2024

Time: 11:30 AM - 6:00 PM

Cost: \$247.00

Organization Type *

- Non-profit (proof required)
- Individual
- Business
- Government
- Library

What is the intended purpose of your reservation? Please be specific such as "planning meeting for Mission Arlington". Not providing enough detail may delay processing your reservation. *

Will you be bringing food (open flames such as Sterno or candles are not permitted) *

- Yes
- No

I understand the terms and conditions for room use as outlines in the Arlington Public Library's Meeting and Study Room Policy. *

- Yes

Commercial uses are not permitted. (Commercial usage, i.e., where personal or business profits are the chief aim of the meeting. No sale of goods or services or the solicitation for future sales or services will be permitted without prior Library Admini *

- Yes

I understand that the hourly rate may apply to all reservations for the [re]Brary rooms located at the Downtown library. *

- Yes


Are you with a non-profit, government, or school district? Proof of non-profit status. Not uploading your non-profit documentation may delay accepting your reservation. *



Click to choose files or drag them here
Maximum file size: 20.0 MB

I agree to the [Terms & Conditions](#) of this booking.

Step 6: Your booking is confirmed! The confirmation page looks like this:

 **Booking Confirmed**

You will receive an email confirmation at email@email.com. Please check your spam folder or contact the library with any questions.

Space Information	
Location:	Southwest Branch Library
Zone:	Southwest Branch Library
Space:	Southwest Branch Library Community Room
Date:	Tuesday, May 7, 2024
Time:	1:00 PM - 5:00 PM

User Information	
Full Name:	Jane Doe
Name:	
Email:	email@email.com

[Make Another Booking](#)

We're thrilled to introduce LibCal to all of you! We've focused on enhancing usability, adding the ability to preview rooms before entering information, and much more.

If you have any questions, you can visit any library location for assistance or to contact us during regular business hours:

- Call 817-459-6900
- Complete the Contact Us form on our web site ([Contact Us & Feedback Form | \(arlingtonlibrary.org\)](#))
- Chat at [Live Chat | \(arlingtonlibrary.org\)](#)

