

Meeting Room Reservation Software

The Library's new "Spaces" software is a quick and easy way to reserve Library meeting rooms from any computer or mobile device. To reserve a room, visit <http://cincinnati.library.evanced.info/spaces>. If you are reserving a room for the first time, you will need to create an account.

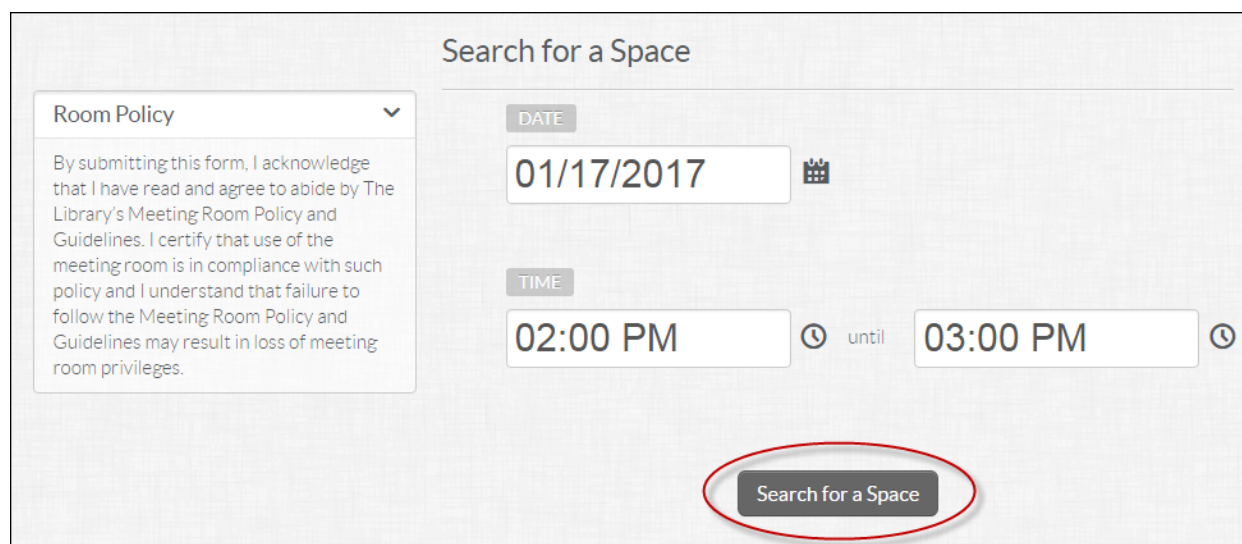
Creating an Account



1. Click "Create an Account" in the upper right-hand corner of the page
2. Complete the form with the required information
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Password
 - e. Phone Number (optional)
 - f. Primary Location (optional)
3. Click "Create Account"
4. Check your email. You will receive an email with a link to confirm your account. Click on the link and you are ready to reserve a room!

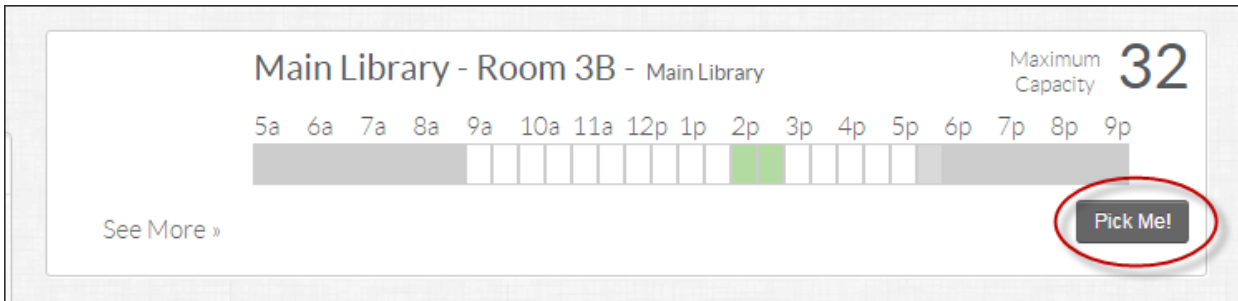
Requesting a Meeting Room

1. Log into your account
2. Enter your preferred date and time and click "Search for a Space"

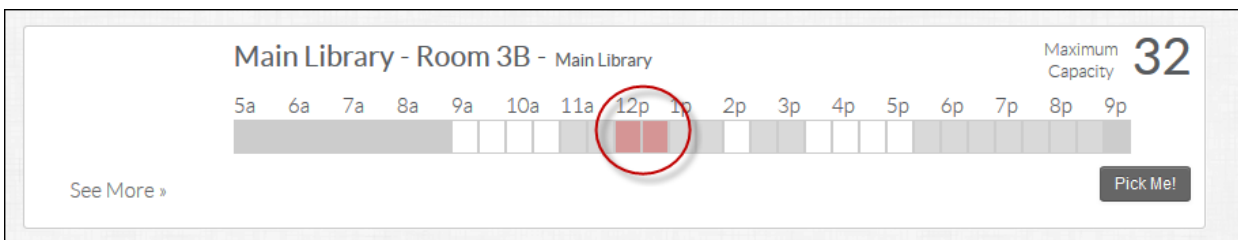
A screenshot of the 'Search for a Space' form. The form has a light grey background. On the left, there is a 'Room Policy' dropdown menu with a downward arrow. Below it is a text box containing the library's meeting room policy. On the right, there are input fields for 'DATE' (01/17/2017), 'TIME' (02:00 PM), and 'until' (03:00 PM). At the bottom center, there is a dark grey button labeled 'Search for a Space', which is circled in red.

Please note: meeting rooms must be reserved a minimum of two hours in advance

3. You will see a list of all available meeting rooms, listed in order of capacity
 - a. You can filter your search options by using the “Locations” and “Equipment” sections on the left side of the screen.
4. Select the room you want to reserve and click “Pick Me”



Please note: if the room you have chosen is unavailable, the time will display in red.



5. Complete the application by filling in the following fields
 - a. Purpose: state the purpose of your meeting room use
 - b. Choose organization: If you are affiliated with an organization, click “Join an Organization” and choose your organization from the list. If your organization is not listed, choose “Other” and specify your organization in the “Purpose” field. If you are not affiliated with an organization, choose “No organization”.
 - c. Room Set-Up: Choose your preferred set-up: classroom, conference, lecture or no set-up. Use the “Equipment section on the left to specify the number of chairs and tables that you will need”
 - d. Acknowledge the Meeting Room Policy and Guideline: review the Library’s Meeting Room Policy and Guidelines and use the checkbox to acknowledge that you’ve read and agree to abide by the Policy and Guidelines.
 - e. Type in the number of attendees who will be present at your meeting.
 - f. Click “Submit Request”
6. Check your email. You will receive an email stating that your request has been submitted. **Please note: the room is not reserved until Library staff have reviewed and approved your application.**
7. When your application has been reviewed, you will receive an email notifying you if your request has been approved or denied.

Managing Your Account

1. When you log into your account, you have the ability to manage your reservations, including:
 - a. Viewing if a reservation is pending or has been approved
 - b. Editing or canceling a reservation
 - c. Viewing your reservation history
 - d. Making a new reservation

- e. Joining or editing your list of organizations

Resetting Your Password

1. If you forget your password, simply click “Login”, then click “Forgot Your Password?”. Instructions for resetting your password will be emailed to you.

Questions or Help

Visit our [My Librarian](#) webpage to find a list of ways you can get assistance.