



You will need your **library card** and a working **email address** to reserve a Study Room.

The Policy

1. Visit henricolibrary.org/rooms and press the **Study Room** panel.
2. Read the rules and policies below, check the **I Agree** box, and press the **Search for Availability** button.

Search for Available Times

1. Enter your library card number and press **Submit**.
2. Enter info about the reservation you want:
 - Select the capacity of the room you need.
 - Your reservation will be a 1-hour time slot. You are limited to two outstanding 1-hour reservations at a time.
 - Select a general time of day: Now (today), Any Time, Morning, Afternoon, or Evening.
 - If requested, select a Date. You may search up to 14 days in the future; libraries are closed on Sundays.
3. Press the **Search** button. You'll see a list of library locations with available times that match your request.

Choose a Location, Time, and Space

1. Select the **image** of the library of your choice. To view the library on a map, press the library's name. You'll see a list of time slots, and the number of rooms available at that time.
2. Select a preferred **time slot**. You'll see a list of rooms that is large enough for your group and available at the time you selected.
3. Select the **space** you'd like to reserve.

If at any time you need to go back to the previous step to change your choices, navigate to it using the green bar above, not using the back arrow of your browser.



Request the Room

Your name is pre-filled from your library card.

1. Enter your email address if it is not pre-filled. Your email is required; you will receive reminders by email.
2. To also receive reminders by text, enter your mobile phone number (standard text rates will apply).
3. Press the **Call DIBS!** button.
4. Select **Logout** in the upper right of the screen to end your session.

You will receive a couple of messages via email/text:

- If this is your first reservation request, you may get an email to confirm your address. Follow its instructions.
- You will get a message confirming your reservation, and another near the end of your reservation.

If you are unable to make your scheduled reservation, please follow instructions in the message to cancel it, or call your library.

