

# LibCal Events and Room Reservations

Henrico County Public Library has transitioned our room reservations (formerly known as Spaces and Dibs) and events calendar (formerly SignUp) to a new software called LibCal. To reserve a room or register for certain events, you will use your library card number and PIN. Unless you have changed it, the default PIN for your library account is “changeme”. If you need to reset or change your PIN, visit [henricolibrary.org/catalog](http://henricolibrary.org/catalog) and click “Forgot PIN?” in the upper right.

## Events Calendar

The new Events Calendar functions much like the old one, though it may look a little different. There are separate calendars for Events, Storytimes, and Open Digital Media Lab Hours. If you Browse by Calendar, you can also filter by age group and event type. You can use the search bar to find keywords in event listings. Some events require advance registration using your library card and PIN. If you need help navigating the new calendar or registering for an event, please contact your library for assistance.

## Room Reservations

All room reservations require your library card number and PIN. You are allowed up to two active reservations on your account. If you need help with a room reservation, please contact your library for assistance.

### Finding a room to reserve

The Space Availability page shows all reservable rooms at the library you selected. Using the Location dropdown, you can select a different library. If you select ‘Show All’ Locations and use the Category dropdown, you can find all rooms of a specific type at all libraries. You can also filter by the desired capacity of the rooms.

Clicking the Info button next to a room name shows quick details about that room. Clicking on the room name takes you to that room’s page, which has details and room availability shown in Daily or Weekly view.

### Requesting a reservation

1. **Select a room and click on a start time** in the availability grid. Available times are shown in green, and the grid shows increments of 15 minutes. Your initial request will be for 30 minutes, but you can alter that in step 2.
2. **Select your desired end time** using the drop-down menu located beneath the grid. To start over and select a different start time, click the trash icon.
3. **Click the Submit Times button, then sign in** using your library card number and PIN. You’ll see a confirmation of your booking details including room name, category, date, time, and room-specific Terms and Conditions. Please carefully review and understand these policies.
4. **Click the Continue button.** You will be asked for a phone number where you can be reached, and for additional details about your reservation request. Enter these and click **Submit my Booking**.

### Study Room requests

Study Room reservations are not mediated by staff—when you submit your reservation, your request will be confirmed, both on screen and via email. You are limited to two hours of study room reservation time. Remember your meeting room number. Checking in for study room reservations is not required, but feel free to ask staff for help finding your room or connecting to technology.

### Meeting and Conference Room requests

Please carefully review the policies listed for Meeting and Conference Room reservations. These reservation requests must be approved by library staff. Upon submittal, you will see a confirmation and a statement that your reservation is pending approval. You will also receive an email notification of the pending booking. You may see the individual room listing on the web page with the lock marked on the grid, even though it may not yet be approved. You will be notified via email when staff have approved your reservation request.

Thank you for using our rooms and exploring events at the library! Please send your feedback about the new software to [webmaster@henricolibrary.org](mailto:webmaster@henricolibrary.org).