Henrico County Public Library

Reservations for Meeting Rooms, Conference Rooms, and Digital Media Labs

You will need your library card and a working email address to reserve a room.

The Policy

1. Visit henricolibrary.org/rooms and select the type of room desired.
2. Read the rules and policies below, check the I Agree box, and press the Search for Availability button.

Search for a Space

1. Select the desired date and time. You may search up to 90 days in the future; libraries are closed on Sundays.
2. Press the Search for a Space button to see a list of rooms available at the date and time you selected.
3. If no rooms fit your criteria, adjust your desired time or date using the controls at the top of the page.
4. Choose a room from those available and press its Pick Me button to begin the reservation process.

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Reservations for Meeting Rooms, Conference Rooms, and Digital Media Labs continued

Request the Reservation

1. Enter your library card number and press Login.
2. Enter the required details about your reservation:
   - Your name, phone number, and email address—these may already be filled in automatically.
   - Purpose—Briefly describe the nature of your group and the meeting you would like to hold.
   - Choose Organization—Any Organizations you have joined are found in this drop-down menu. Select one.
     — If you are not making a reservation for an organization, select No Organization.
     — If the organization you want isn’t in your personal list, you will have to Join it first. Press the Join or Create an Organization link. Select your organization from the complete list and press the Request to Join button.
     — If your organization isn’t in the complete list, you can create it. Press Request to Create New Organization. Fill in the Organization Information form and press Submit Organization. Your organization will be created.
   - Contact Name — for any questions regarding the reservation.
   - Number of Attendees – the number of people you expect to attend the meeting.
   - Answer the Yes/No questions, then press the Submit Request button.
3. Press Logout in the upper right of the screen to end your session.
4. In a few minutes, you will receive a couple of emails:
   - If this is your first reservation request, you may get an email asking to confirm your email address. Follow its instructions.
   - You will get an email confirming you have a pending reservation request.
   - Later, you will receive an email telling you if your request has been approved or denied.

If you need to cancel your scheduled reservation, please follow instructions provided in the email, or call your library.

My Account

Log in to your account using your library card number to view your Pending and Approved Reservations, Reservation History, and other account information.

For pending and approved reservations, you can:

- **Edit** the date, time and other required information. It is not possible to change the room for a submitted reservation.
- **Copy** the reservation to save time in creating a new reservation and edit the date and time.
- **Cancel** the reservation.

To edit your account information, move your mouse over the information and click on the pencil icon that appears on the right.

1. **Location**—your primary library
2. **Organizations**—groups you have created or joined
3. **View Reservation History**—view previous reservations.
4. **Request Space**—make a new reservation, if the reservation limit has not been met. (Only two active reservations are allowed at a time.)
5. **Reservation List**—list of all pending, approved, and inactive (denied) reservations.