

EPL'S ROOM BOOKING TOOL: INFORMATION SHEET

OVERVIEW

In April 2015, EPL launched our fantastic new tool for room bookings which can be located at <http://edmontonpl.evanced.info/spaces/Patron/>. Below are the details for booking a room on this new platform.

IMPROVEMENTS IN BOOKING ROOMS FOR THE PUBLIC:

1. **Customizable:** Multiple locations/rooms can be viewed at one time and customers can control what matters most – date, location/room or both
2. **Date Ranges:** Locations/rooms can be booked within a date range
3. **Ease of Use:** Customers will create an account and to simplify a library card and PIN can be used. (A library card is necessary for booking a room, similar to booking a computer.)

ROOM BOOKING AVAILABILITY

Meeting Rooms are available in the Stanley A. Milner Library:

- 9:00a.m. – 9:00p.m. (Monday - Friday)
- 10:00 AM - 6:00 PM (Saturday)
- 1:00 PM - 5:00 PM (Sunday)
- If requesting outside of those hours, please contact MilnerRoomBookings@epl.ca.

For all other service points, room bookings may be completed between:

- 10:30 AM until 8:30 PM (Monday-Thursday)
- 10:30 AM - 5:30 PM (Friday, Saturday)
- 1:30 PM - 4:30 PM (Sunday)

BOOKING A MEETING ROOM:

STEP 1:

- EPL Room Policies exist beside the Search for a Space option. Note that this set of policies includes pricing information, as well as terms and conditions for room use. The policies should be reviewed prior to booking, since it outlines that room set-up and take-down is the responsibility of the requestor.
- Select the calendar widget beside the date or enter the desired date MM/DD/YYYY.

Spread the words.

- Enter the time you wish to book the room (default is to search for the next hour). Set up and take down times are automatically set for 30 minutes on either side of the booking. This is added to your time of booking, so you may need a room until 8:30pm and will have the use of the room until 9:00pm, with the understanding that the final 30 minutes will be the wrapping up and restoring the room to the condition it was when the group arrived. (This 30 minutes prevents any overlap between groups that are coming and going.)
- Click *Search for a Space*.

The screenshot shows the 'Search for a Space' interface on the EPL.ca website. At the top, there is a green header with the 'spaces' logo and the EPL.ca logo. Below the header, the main content area is titled 'Search for a Space'. On the left side, there is a dropdown menu for 'Edmonton Library System Room Policies' with a link to 'here!'. The main form has a 'DATE' field set to '04/15/2015' and a 'TIME' field set to '12:00 PM' until '01:00 PM'. A green 'Search for a Space' button is located at the bottom right of the form.

STEP 2:

- Once the date and time are selected, a list of all locations will appear on the left side of the webpage. You can search all locations, or select one you would like by unchecking the *Select All* box and checking a specific one.

COLOUR CODING

Green	The space can be booked
Dark Gray	The space is closed
Light Gray	The space is booked
Dark Pink	There is a conflict between the desired time and the space availability
Light Pink	The space is available for this time slot, but there is a conflict with the rest of the reservation
White	This time has not been selected

spaces My Account Logout

April 10, 2015 10:00 AM - 11:00 AM

Time: 5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

Date: [Calendar Grid]

Locations

- Select All
- Stanley A. Milner
- Abbottsfield - Penny Mckee
- Calder
- Capilano
- Castle Downs
- Clareview
- Highlands
- Idylwyld
- Jasper Place
- Lois Hole
- Londonderry
- Meadows
- Mill Woods
- Riverbend
- Sprucewood
- Strathcona Branch

Room 27 - Stanley A. Milner Maximum Capacity: 20

5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

[Pick Me!](#)

Room 5 - Stanley A. Milner Maximum Capacity: 20

5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

[See More >](#) [Pick Me!](#)

Program Room (main floor classroom) - Stanley A. Milner Maximum Capacity: 40

5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

[See More >](#) [Pick Me!](#)

Basement Foyer - Stanley A. Milner Maximum Capacity: 50

5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

[See More >](#) [Pick Me!](#)

Edmonton Room - Stanley A. Milner Maximum Capacity: 99

5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

Locations ▼

Select All

Stanley A. Milner

Abbottsfield - Penny Mckee

Calder

Capilano

Castle Downs

Clareview

Highlands

Idylwyld

Jasper Place

Lois Hole

spaces
My Account Logout

April 10, 2015 10:00 AM - 11:00 AM

Time	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p
Date																	

Hide Unavailable Spaces ▼

Locations ▼

Select All

Stanley A. Milner

Abbottsfield - Penny Mckee

Calder

Program Room - Abbottsfield - Penny Mckee

Maximum Capacity **25**

	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p

* fees may apply Pick Me!

STEP 3:

- Select the room you want by clicking the corresponding green *Pick Me!* button on the right hand side of the webpage.
- You will then need to log in to your account using your library card and PIN number.
- Then, fill in the necessary details about your event.

epl EDMONTON PUBLIC LIBRARY
 Spread the words.

spaces April 10, 2015 10:00 AM - 11:00 AM

Time 5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p
Date

Equipment

Projector & Screen (1 included)
 projector and screen (unavailable)
 Public wifi (1 included)

Edmonton Library System Room Policies

Program Room - Abbottsfield - Penny Mckee

5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p

INCLUDED
Public wifi
Projector & Screen

Library Card #:
212210#####

Pin:
.....

Back Login

spaces April 10, 2015 10:00 AM - 11:00 AM My Account Logout

Time 5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p
Date

Program Room - Abbottsfield - Penny Mckee Maximum Capacity 25
5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p * fees may apply

INCLUDED
Public wifi
Projector & Screen

Mary Jane Bisland
mjbisland@epl.ca
(780) 442-0880

Sing, Sign, Laugh and Learn planning meeting

Choose Organization
No Organization

Join an Organization

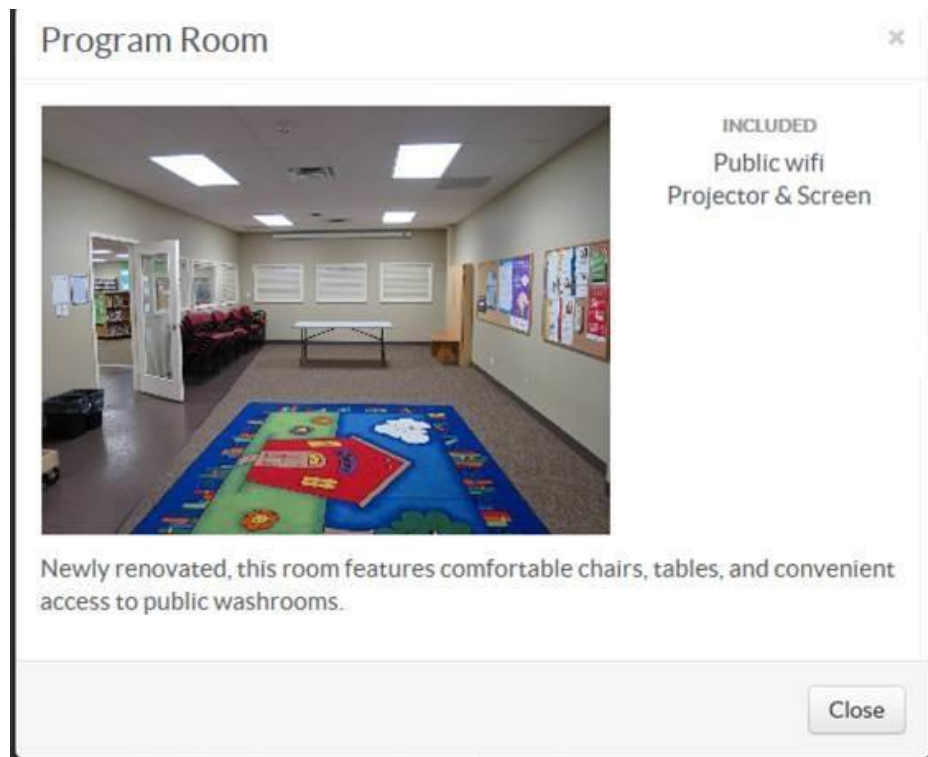
* Will you be serving alcohol?
 Yes No

* Do you agree to the terms and conditions of use?
 Yes No

Back Continue

STEP 4:

- To see a larger picture of the room you have selected, along with a description as well as the equipment available in it, click on the picture.

**STEP 5:**

- Close the image and select *Continue*, which will bring up pricing information. If the *Continue* button is a grey green rather than a vivid green, it means the room is not available – either due to the time selected (when the library is closed) or another booking happening at the same time.
- Note that if No Organization is selected, the rate will not be reduced. (Rate will be determined once the request has been submitted. Staff will review for the reduced or full rate to ensure the correct price is charged.)
- Click *Submit*.

Request Summary

Edmonton Library System Room Policies

For more information on EPL's Meeting Room Policies, click [here!](#)

April 17, 2015 1:30 PM - 2:30 PM
Edmonton Room

[See Less >](#)

Purpose: ELL meeting

* Will you be serving alcohol?
 Yes No

* Do you agree to the terms and conditions of use?
 Yes No

Payment Summary

ROOM CHARGE	Cost	Duration	Total
TOTAL			\$0.00

[Back](#) [Submit Request](#)

STEP 6:

- Once you have submitted your request, you will receive an email confirming it has been received:
 - Pricing information will be included in the confirmation email. Please note that the not-for-profit rate is available for organizations with incorporation papers and charitable status numbers. (EPL recognizes provincial and federal charities.)
 - For individuals requesting a reduced rate, please [contact the branch directly by phone](#).

Sample email:

We would like you to know that we have received your reservation request. You will be notified when your request has been approved. If you would like to change or check the status of your request, please [click here](#).

You have requested:

***Program Room in Abbotsfield - Penny Mckee
4/10/2015 - 11:00 AM to 12:00 PM***

*Thanks,
Abbotsfield - Penny Mckee*

- Clicking on the link contained in the email will display the status of all your approved room requests. All pending room requests will require up to three (3) business days for staff to approve. Requests made less than 14 days in advance may or may not be approved, depending on what locations are able to support.

The screenshot shows a user interface for managing reservations. At the top, there is a green navigation bar with 'My Account' and 'Logout' links. Below this, the page is divided into two sections: 'Pending Reservations' and 'Approved Reservations'. The 'Pending Reservations' section indicates that the user has no pending reservations. The 'Approved Reservations' section displays a single reservation for 'May 27, 2015 2:00 PM - 4:00 PM' in the 'Program Room'. A small thumbnail image of the room is shown on the left. To the right of the image, there is a 'See More >' link and three action buttons: 'Edit', 'Copy', and 'Cancel'.

- It is possible to edit a request with a different date, time or location/room, and you can copy or cancel a request. ○ If you have made payment, please visit the location where the booking has been made so reimbursement can happen immediately. (As outlined in the terms and conditions, cancellations must be made 48 hours in advance of a booking in order to receive a refund.)
- Reservations are considered confirmed once payment is received. (GST is added to the overall cost.) ○ Payment can be made at the branch where the room has been booked. Please visit the staff at Customer Service, or you can opt to mail a cheque to the branch where the room has been booked.