

## EPL'S ROOM BOOKING TOOL: INFORMATION SHEET

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### 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](mailto: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)

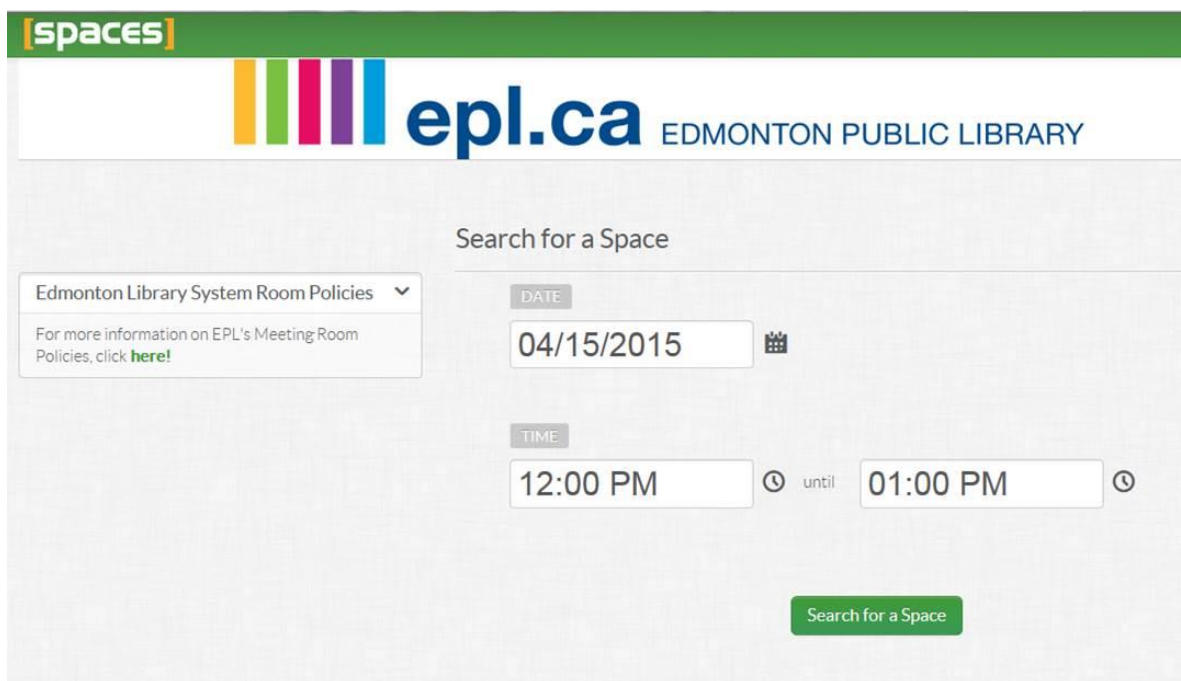
### BOOKING A MEETING ROOM:

#### 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 'spaces' booking interface for the Edmonton Public Library. At the top, there is a green header with the 'spaces' logo. Below it is the EPL logo and the text 'epl.ca EDMONTON PUBLIC LIBRARY'. The main section is titled 'Search for a Space'. On the left, there is a dropdown menu for 'Edmonton Library System Room Policies' with a link to 'here!' for more information. The search form includes a 'DATE' field set to '04/15/2015' with a calendar icon, and a 'TIME' field set to '12:00 PM' until '01:00 PM' with clock icons. 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.

The screenshot shows the 'spaces' booking system interface. At the top, it displays the date 'April 10, 2015' and the time '10:00 AM - 11:00 AM'. Below this is a search bar with 'Time' and 'Date' filters. A grid shows the availability of various rooms for the selected time slot. The rooms listed are Room 27, Room 5, Program Room (main floor classroom), Basement Foyer, and Edmonton Room. The 10a-11a slot is highlighted in green for all rooms, indicating it is available for booking. A sidebar on the left lists various locations with checkboxes, including Stanley A. Milner, Abbottsfield - Penny Mckee, Calder, Capilano, Castle Downs, Clareview, Highlands, Idylwyld, Jasper Place, Lois Hole, Londonderry, Meadows, Mill Woods, Riverbend, Sprucewood, and Strathcona Branch.

### 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

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

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!](#)

[See More >](#)

### 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.

**spaces**

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

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

Date: [Calendar grid]

**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: [Masked]

[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: [Calendar grid]

**Program Room - Abbottsfield - Penny Mckee**

Maximum Capacity: 25

**INCLUDED**

- Public wifi
- Projector & Screen

Mary Jane Bilisland  
mjbilisland@epi.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

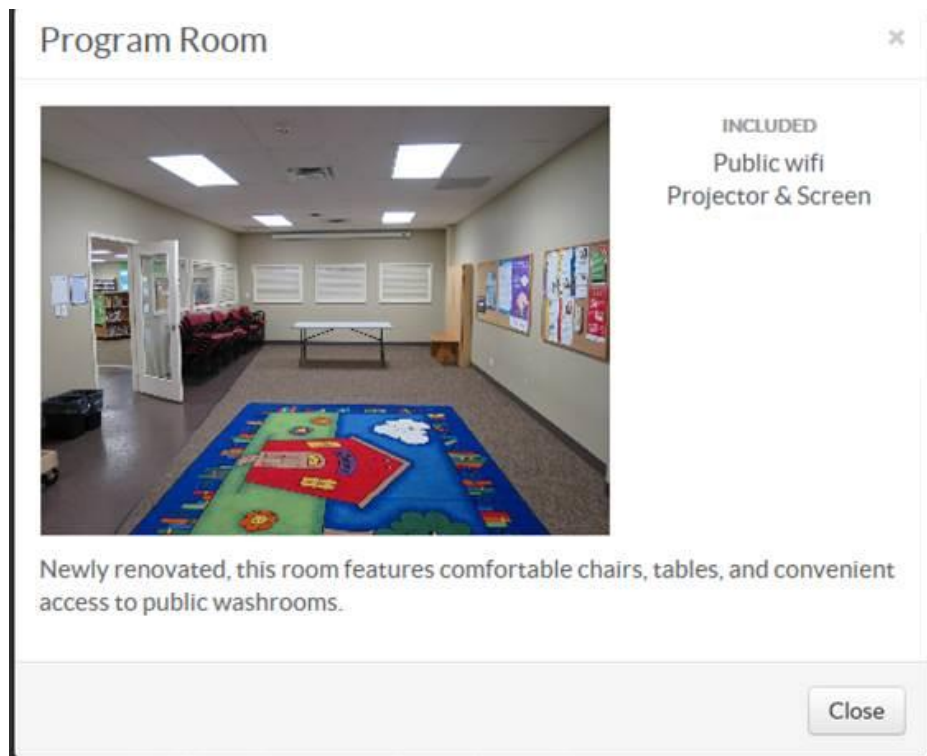
**\* Do you agree to the terms and conditions of use?**

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*.

**spaces** My Account Logout

### 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 Abbottsfield - Penny Mckee**

**4/10/2015 - 11:00 AM to 12:00 PM**

Thanks,  
**Abbottsfield - 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 account interface with a green header bar containing 'My Account' and 'Logout' links. Below the header, the page is divided into two sections: 'Pending Reservations' and 'Approved Reservations'. The 'Pending Reservations' section states 'You have no Pending Reservations'. The 'Approved Reservations' section displays a single reservation card for 'May 27, 2015 2:00 PM - 4:00 PM' in the 'Program Room'. The card includes a small photo of the room, 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.