Step-by-Step Self-Service Room Reservation

1) Open a web browser and go to DCL.org

2) Click “Reserve a Space”

3) Scroll down on the page and click the purple button, “Get Started”
4) If your reservation meets all of the Self-Service guidelines, click “Reserve a Meeting Room*”

*Note: You will be directed to a new web page.

5) 
   a. If you have a Spaces account, click “Login” in the top right corner of the screen.
   b. If you do not have a Spaces account, click “Create an Account.”

   Note: Be sure to read our Terms & Conditions, as you will agree to them when you submit a room reservation. Returning users, please note that our Terms & Conditions have changed.
6) Enter the date, start and end times that for your desired reservation, then click “Search for a Space.”

7) Be sure to de-select library branches that you do not wish to consider for your event. To de-select, click to remove check marks from the boxes next to specific branches. To look at a specific event space, click the green button with the plus sign to expand the view for an individual branch.
8) When you have selected a branch, available spaces will show your requested times highlighted in green. Click “Show/Hide Unavailable Spaces” in the cream bar to display/not display spaces that are not available during your requested times.

9) To select an available space, click the blue “Pick Me!” button next to your desired space.
10) From here:
a. You will be required to enter information about your event. *Don’t be shy! The more information you provide, the more quickly your reservation may be approved.*
b. Agree to the Terms & Conditions. *You are strongly encouraged to read them in their entirety.*
c. Answer the remaining questions.
d. Enter the number of people you expect to attend. *Please note: Listed maximums indicate room capacities with chairs only. If your event requires tables, room capacities will be smaller than shown.*

e. Click “Continue” in the bottom right corner to finalize your submission.
11) Review your summary to ensure you answered all questions correctly. Click “Submit Request” in the bottom right corner.

Your reservation has been submitted! Please allow 48-72 hours for receipt/approval, or to be contacted by library staff.

Thank you for allowing Douglas County Libraries to serve you for your event needs!