

## **Saline District Library Spaces: Online Brecon Room Reservations**

SDL has a new self-serve online reservation system for the Brecon Room. To request a room reservation, follow these steps:

1. Visit the SDL website ([salinelibrary.org](http://salinelibrary.org)) and click on **Services**, then click on **Meeting & Study Rooms**. Follow the link to our online reservations (<http://salinelibrary.evanced.info/spaces>).
2. Set the date and time you are interested in and click Search for a Space. Please note that you can only search and make requests within an upcoming 90-day window.
3. Options for that date and time will be displayed. If the time is red, it is already booked and cannot be reserved, so you will need to adjust your date/time. If it is green, it is available. Please note: if your reservation is for a group of 30 or fewer, please choose Brecon Room A or B instead of the entire Brecon Room. Click **Pick Me** on the room you would like to reserve.
4. At this point you will need to create an account (if you haven't already) and log in to Spaces to proceed. When you create an account, you will receive an email asking to verify your email address; you will need to do so by clicking **Click to verify** in that email within 72 hours.
5. Select any equipment you would like to request (on the left side of the screen), and complete the request form: Purpose, Attendees, Food, and Terms. Select your Organization from the dropdown menu.
  - a. If your room use is not affiliated with a group or organization, select **No Organization**.
  - b. If you are making this room request on behalf of an organization with which you are not yet connected in your Spaces account, either click **Join an Organization** or **Add an Organization**. (Note that while the approval is pending, you will not yet be able to make a reservation request on behalf of that organization and will instead need to choose **No Organization**.)
  - c. If that request is approved by SDL staff, the organization will be added to your Spaces account and the next time you request a room, you will see the organization in your dropdown menu.
6. Click **Submit Request**. You will now see this date and time under Pending Reservations in your Spaces account until it is approved or denied by SDL staff. You will receive an email either way, as well as a reminder email 24 hours before any approved reservation times. If you need to cancel a reservation, you can do so by clicking the link in your approval or reminder email, or by logging in to your Spaces account directly.

Please note that by making a reservation request via the Spaces system, you are agreeing to abide by all SDL policies and Brecon Room use guidelines, so please be sure to read them. When you come to the library on the date of your reservation, please come to the Checkout Desk to have the room unlocked, and return to the Checkout Desk when you are done using the room.