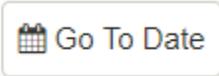
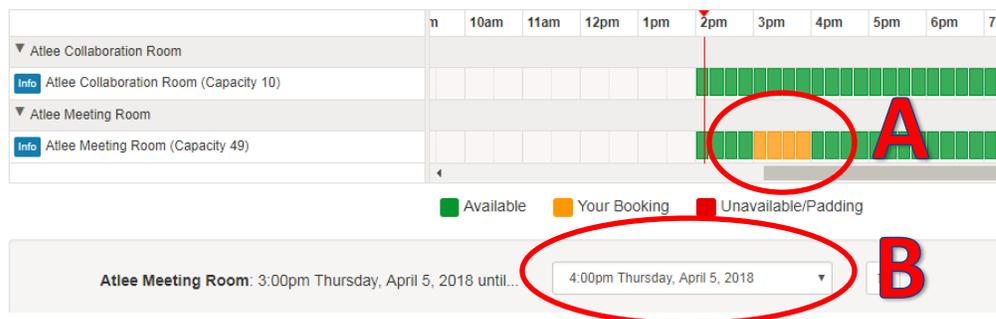


## How to reserve a room

Here's how:

- Go to <https://www.pamunkeylibrary.org/>
- Click on 'Reserve a Room'
- Scroll to find the branch you are interested in and click the **RESERVE NOW** button.
- Additional information about the rooms can be found by clicking the blue **Info** button beside each room option.
- Click on  to choose a specific day.
- To create a booking click on green bar (A).
- Change ending time with drop down menu (B).



- If equipment is needed click 'Add equipment' otherwise click 'Submit Times'.
- You will be prompted to enter your library card number and password.
- Click 'Continue' to agree to the terms and conditions.
- Fill out the form and click 'Submit my booking'.
- Study and Collaborative room bookings will be immediately confirmed via email. Meeting room booking requests will be confirmed via email after approval from library.
- You may cancel your booking by clicking on the link in the email that was sent to confirm your booking.

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Questions? Please contact your local branch or email [ask@pamunkeylibrary.org](mailto:ask@pamunkeylibrary.org).