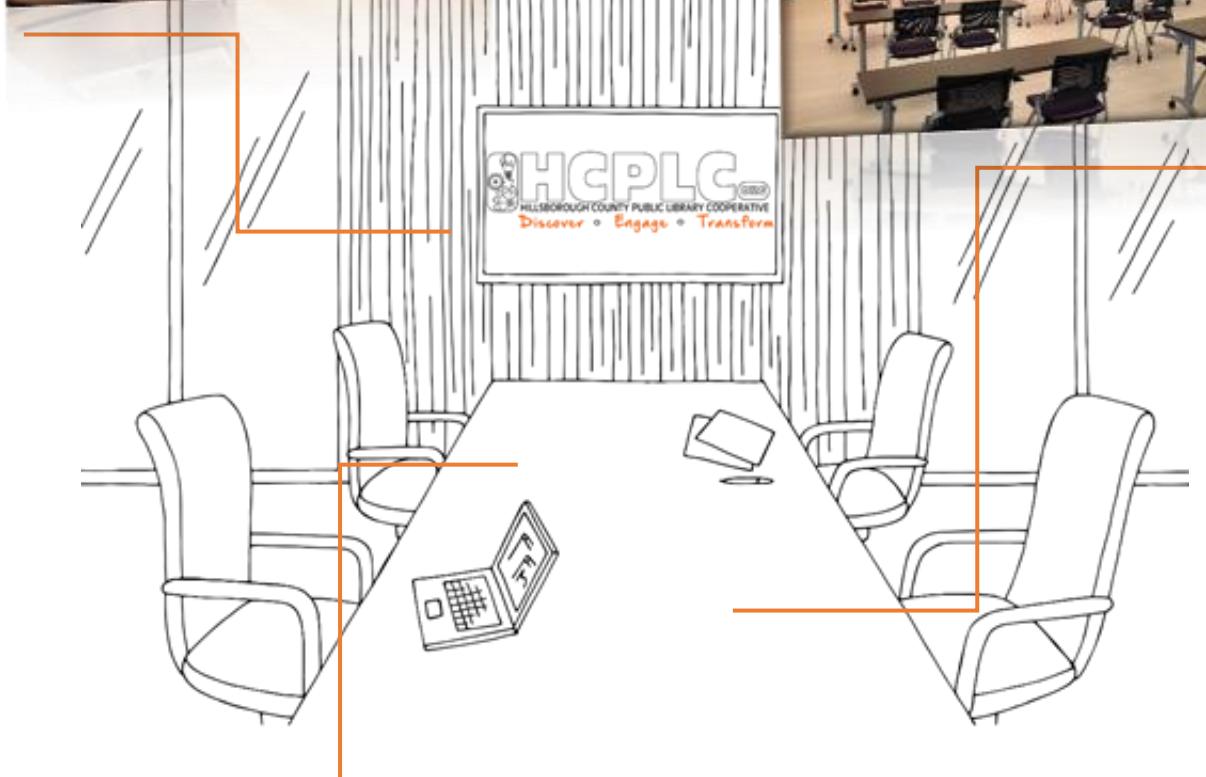


# Hillsborough County Public Library Cooperative

## How to Reserve a Meeting Room



## Meeting Rooms

## How do I Reserve a Room?

Let's get started!

1. Pick a date and a library location.

BOOKING TYPE

Community Members

CHOOSE DATE 

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today

### CHOOSE DATE

Select the **date** using the calendar tool.

CHOOSE BRANCH 

Check all

78th Street Community Library

Arthenia L. Joyner University Area Community Library

Austin Davis Public Library

Bloomingdale Regional Public Library

Brandon Regional Library

Bruton Memorial Library

C. Blythe Andrews, Jr. Public Library

Charles J. Fendig Public Library

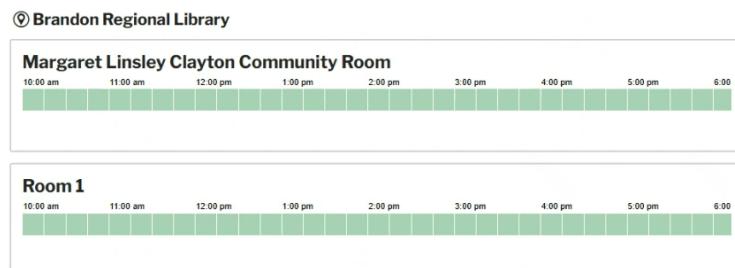
Jan Kaminis Platt Regional Library

### CHOOSE BRANCH

There are multiple branch locations.

Pick a location(s) to view the availability of meeting rooms.

*Sample view of multiple meeting rooms.*



2. Pick a reservation time.

Select the start and end times to block your meeting room. Once selected, the time range will turn dark green (as shown below). **Reserve Now** to proceed with the booking.

④ 78th Street Community Library

**Community Room**

10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 pm 4:00 pm 5:00 pm

Available Unavailable Clash Blocked

Time and date 11:00am - 1:00pm, July 20th 2024

**Included resources**

- ✓ DVD Player
- ✓ Projection system with Clickshare Presentation System
- ✓ Whiteboard

**Location**  
④ 78th Street Community Library

**Room Capacity**  
Total Capacity: 40

**Setup Times**  
Breakdown Time: 15  
Setup Time: 15

**Reserve Now** **Add To Basket**

Available Unavailable Clash Blocked

Add to Basket for multiple room reservations. Only two online room reservations per month.  
For additional room reservations, contact us at 813-273-3612 or email [LibraryMeetingRooms@HCFL.gov](mailto:LibraryMeetingRooms@HCFL.gov).

## New Reservation Form

Enter your library card number and PIN/Password.

Library card number

PIN / Password

A library card is required to book a room.

Fill out the form with all your booking details.

First name \*

Last name \*

Email \*   
We'll use the email address to confirm the booking and to notify if the room becomes unavailable.

Phone \*   
Please provide a 10 digit phone number (###-###-####)

Group name \*   
(This is **not displayed** to the public)

Attendees \*   
Number of attendees expected.

Notes

Will you be serving refreshments or food other than dry snacks/covered beverages? \*

\* I have read and agree to the room booking [terms and conditions](#)

Enter your **first name** and **last name**, and any required (\*) contact details, such as **email address** and **phone number**. These contact details will be used for confirmation, notification, and reminder messages.

Enter a **group name**. This refers to the group that will be occupying the room.

Complete any other mandatory fields (\*) and click .

## Reservation Details

On the next page, you will see the details of the room and your booking, Click **Reserve**.

Reservation details 

Computer Lab (Room 5), Bloomingdale Regional Public Library  
1:00pm - 3:15pm, July 22, 2024

2 hours 15 minutes

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Booking details 

First name

Last name

Phone

Email

We'll use the email address to confirm the booking and to notify if the room becomes unavailable.

\* field required

## Reservation

The message will update with the pending reservation of your booking and an email will be sent.

The reservation will be in “pending review” until you receive an approval email. To manage your reservation before and after approval, use the link sent in the email.

*Please note: all reservations require approval.*

Computer Lab (Room 5)  
Bloomingdale Regional Public Library

**RESERVATION FOR:**

 ! Reservation of this room requires approval. Your reservation is pending review. You will receive another notification once your request is approved.

July 22, 2024  
1:00pm - 3:15pm  
Ref: fgx79p

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**View online** 

You can manage your room bookings at:  
[hcplc.libnet.info/myreservations](http://hcplc.libnet.info/myreservations)

## Managing your Reservation

To cancel the reserved room - use your library card number, PIN/Password (that you used to create the reservation), or the Reference number provided on the Reservation page of your booking. It can also be found in the “Reservation Requested” email.

Click **Go**

### Manage your room reservations

[Library card](#) [Reference](#)

Please enter your library card and PIN below to cancel or view your reservation



Card number



Pin/Password

**Go**

On the next page, you will see the reservation. If you have not received the final approval reservation email, you will notice an “Awaiting approval” status below the booking details. If the reservation has been “Approved,” the status will update. The only modification you can make on this screen is to cancel your reservation, which can be done by clicking the “Cancel” button.

Welcome \_\_\_\_\_, here are your reservations at Hillsborough County (HCPLC).  
Contact 813-273-3612 or email [LibraryMeetingRooms@hcfl.gov](mailto:LibraryMeetingRooms@hcfl.gov)

[Sign Out](#)

Reservation reference: fgx79p

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Cancel**

test

Monday, July 22, 2024: 1:00PM - 3:15PM

④ Bloomingdale Regional Public Library - Computer Lab (Room 5)

**Awaiting approval**

test

Monday, July 22, 2024: 1:00PM - 3:15PM

④ Bloomingdale Regional Public Library - Computer Lab (Room 5)

**Approved**

Reservation reference: fgx79p

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Cancel**

Questions? Contact us at 813-273-3612 or email [LibraryMeetingRooms@HCPLC.org](mailto:LibraryMeetingRooms@HCPLC.org) for more information.