Steps For Reserving A Room

To make a reservation:
https://durangopubliclibrary.libnet.info/reserve
Choose Your Organization Type

- If you are booking as a non-profit for the first time, we require a copy of your organization’s non-profit certification to qualify for that rate.

- If you have provided a certification in the past, we do not need a new copy.

- Individuals book as Profit Groups.

For information on rates for booking types, please click here.
Choose Your Reservation
Date, Room & Time

1. Start with your date.

2. Choose your room.

3. Pick your time.

Points To Consider

• Only green blocks can be chosen.
• Green blocks immediately preceding or following a black block are not available in order to allow for setup or breakdown of the room.
• Reservations cannot be made less than three days ahead of the event’s date.
• Reservations must be for a minimum of one hour.
• Once you’ve chosen your time frame, yellow blocks will appear immediately before and after your requested reservation. These blocks allow for setup and breakdown of the room. You are not charged for those time blocks.
Room Layout Required

• Beneath the layout required message is a picture of the room and a brief description.

• Scroll down that page to see the layouts available for the room.

• A layout must be chosen (even if only one layout is available) to continue the reservation!

Please note the different capacities for different layouts.
Room Equipment & Furniture

• Beneath the room layout are the equipment and furniture from which you can choose: tables, chairs, A/V equipment, etc.

• If you plan on using your own device for a presentation (i.e., laptop, phone, etc.) we will gather that information later in the reservation process.
Single or Multiple Reservations

- Once the room layout, equipment & furniture have been chosen, you can either reserve the room now or add it to the basket if you are making multiple reservations.

- Multiple dates can be reserved by adding them to the basket. For example, choose your date, room, layout & additional resources and add to basket. Then repeat the process for your next date(s).
Complete The Reservation Request

• Make sure to fill out all required fields.

• Different room layouts have different capacities.
  • If the number of attendees you enter exceeds the room layout’s capacity, that field will be in red.

  You will need to either adjust the number of expected attendees OR cancel the reservation and choose a different layout.

• Use the Notes field for any other pertinent information you would like to relay to us. If you plan to use any of your own equipment (laptop, phone, etc.), please notify us so we can determine compatibility with our system.
Confirm your contact information, room, date, time and cost. If all looks correct, click Reserve in the bottom-right corner.
• The next page will be a confirmation that your reservation request has been submitted with a reference number to track it.

• You will also receive an email with the same information.

At this point, the room is reserved for you even though the formal approval has not yet happened – NOBODY ELSE CAN BOOK THE ROOM AT THIS TIME ON THIS DATE!
Approval and 2\textsuperscript{nd} email confirming reservation

• The approval process generally takes 1-2 business days.

• Once your reservation has been approved, you will receive a 2\textsuperscript{nd} email confirming the reservation.

Hi Test,

Your room reservation request for Room 1 at Durango Public Library has been approved.

Meeting For Test Group
Test Group
Room 1 on Friday, January 26, 12:00PM - 1:00PM

You can view the details of this reservation by visiting https://durangopubliclibrary.libnet.info/myreservations (select the Reference tab) and enter your reservation reference number \underline{123} and last name.

Thank you for your interest and support.

Durango Public Library
3rd Email With Invoice

- After approval of your reservation, you will receive an email with an attached invoice.

- Payment options for the room:
  - Mail a check.
  - Pay at the library with a check or credit card.
  - Pay over the phone with a credit card.
Track your reservation

To view your reservation, visit https://durangopubliclibrary.libnet.info/myreservations, click the Reference tab and enter your last name & the Reference number you received in the emails.

Once you’ve logged in, you can view the status of your reservation, cost, etc.