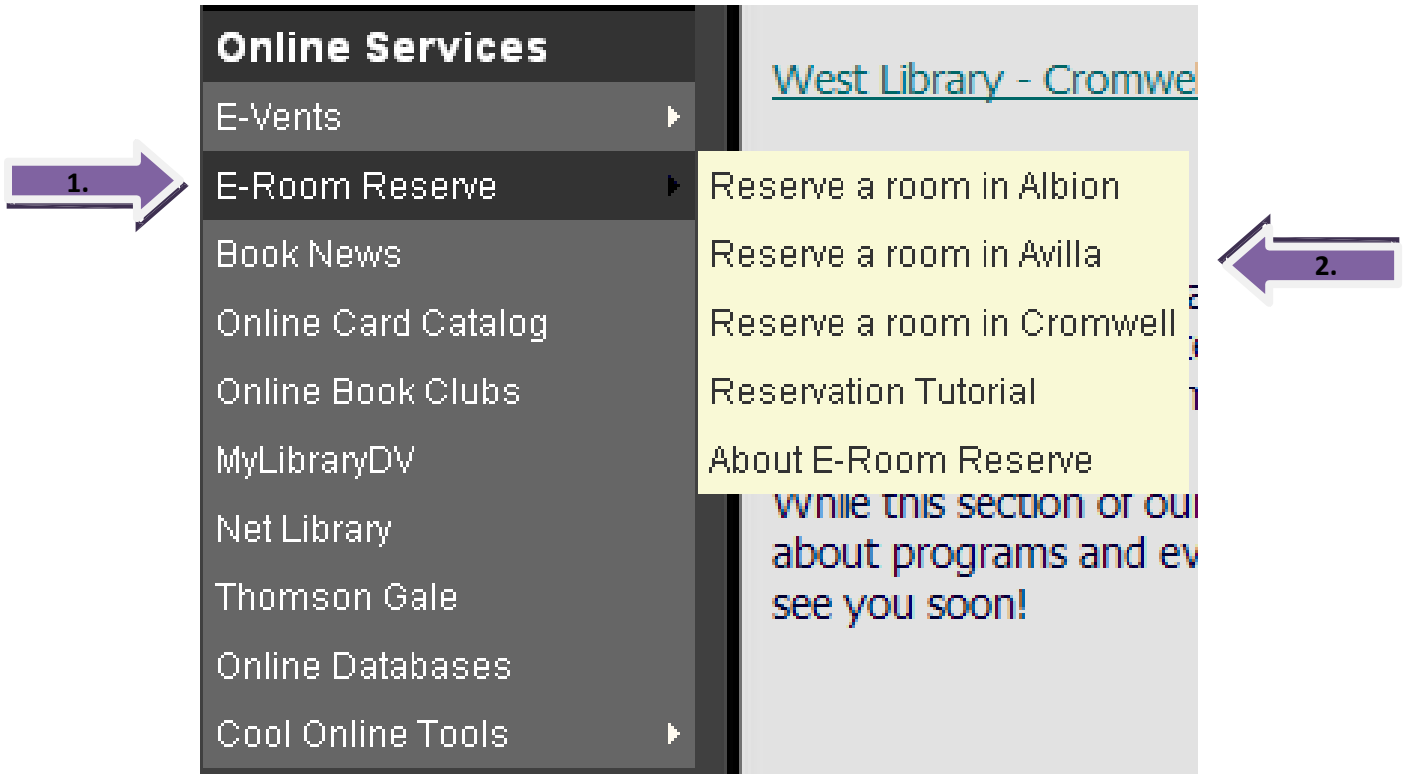
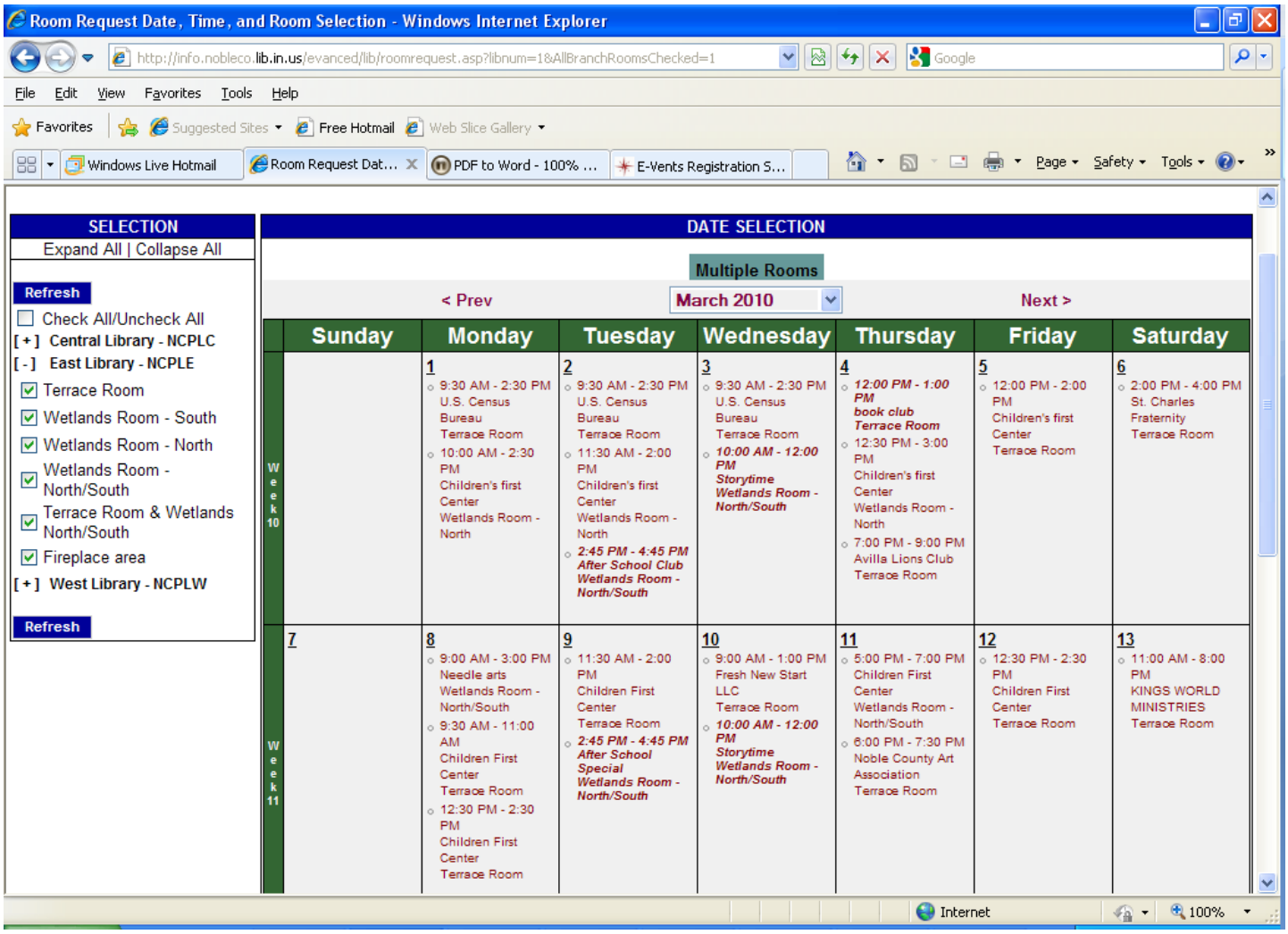
Noble County Public Library

Our mission is to make the Evanced E-room reserve available to our patrons. Use this guide to help you through the steps to schedule your own meeting!

1. On the library's main web page go to the Online services section and then hover over E-room reserve
2. Select which location at which you would like to reserve a room



You will see a page that will look something like this:



To reserve a room, check *only* one box for the room that you would like to reserve and click the refresh button

Room Request Date, Time, and Room Selection - Windows Internet Explorer

http://info.nobleco.lib.in.us/evanced/lib/Roomrequest.asp

Room Request
Date, Time, and Room Selection

Text Size

Day | Week | Month | Search / Recurring

SELECTION

Expand All | Collapse All

Refresh

- Check All/Uncheck All
- [-] Central Library - NCPLC
  - Cole Room A
  - Cole Room B
  - Cole Room A/B
  - Activity Room
  - Walker Board Room
  - Computer Lab
  - Shultz Room
  - Entire Lower Level
  - Activity + Cole A/B
  - Activity + Cole B
  - Indiana (Genealogy) Room
- [+] East Library - NCPLE
- [+] West Library - NCPLW

Refresh

DATE SELECTION

Cole Room A

< Prev | January 2010 | Next >

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1						1 12:00 AM - 11:00 PM Library Closed	2 12:00 AM - 11:00 PM Library Closed
Week 2	3	4	5	6 2:00 PM - 5:00 PM After School Library Club Activity + Cole A/B	7	8	9 9:00 AM - 12:00 PM Chain of Stitches Cole Room A
Week 3	10	11	12	13 2:00 PM - 5:00 PM After School Library Club Activity + Cole A/B	14	15	16 8:00 AM - 4:30 PM American Red Cross Cole Room A/B
Week 4	17	18 6:00 PM - 8:30 PM Stampin' Up Club Cole Room A	19	20 2:00 PM - 5:00 PM After School Library Club Activity + Cole A/B	21	22	23 9:00 AM - 12:00 PM Chain of Stitches Cole Room A/B
Week 5	24	25	26 8:00 AM - 12:00 PM Central Noble Schools Cole Room A/B	27 2:00 PM - 5:00 PM After School Library Club Activity + Cole A/B	28	29	30 10:00 AM - 1:30 PM Game On! Cole Room A/B
Week 6	31						

Home

Now click the underlined date that you need the room for and it will take you to a screen similar to this:

Room Request
Date, Time, and Room Selection

Text Size

Day | Week | Month | Search / Recurring

DATE SELECTION

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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						

SELECTION

Expand All | Collapse All

- [-] Central Library - NCPLC
  - Cole Room A
  - Cole Room B
  - Cole Room A/B
  - Activity Room
  - Walker Board Room
  - Computer Lab
  - Shultz Room
  - Entire Lower Level
  - Activity + Cole A/B
  - Activity + Cole B
  - Indiana (Genealogy) Room
- [+] East Library - NCPLE
- [+] West Library - NCPLW

TIME SELECTION

[Please include set up and take down times.]

Cole Room A on 2/25/2010

Select	Time	Status
☐	8:30 AM-9:00 AM	OPEN
☐	9:00 AM-9:30 AM	OPEN
☐	9:30 AM-10:00 AM	OPEN
☐	10:00 AM-10:30 AM	OPEN
☐	10:30 AM-11:00 AM	OPEN
☐	11:00 AM-11:30 AM	OPEN
☐	11:30 AM-12:00 PM	OPEN
☐	12:00 PM-12:30 PM	OPEN
☐	12:30 PM-1:00 PM	OPEN
☐	1:00 PM-1:30 PM	OPEN
☐	1:30 PM-2:00 PM	OPEN
☐	2:00 PM-2:30 PM	OPEN
☐	2:30 PM-3:00 PM	OPEN
☐	3:00 PM-3:30 PM	OPEN
☐	3:30 PM-4:00 PM	OPEN
☐	4:00 PM-4:30 PM	OPEN

Continue | Home

The next step is to click the time that you need the room.

Room Request
Date, Time, and Room Selection

Day | Week | Month | Search / Recurring

TIME SELECTION

[Please include set up and take down times.]

Walker Board Room on 2/25/2010

Select	Time	Status
☑	8:30 AM-9:00 AM	OPEN
☑	9:00 AM-9:30 AM	OPEN
☐	9:30 AM-10:00 AM	OPEN
☐	10:00 AM-10:30 AM	OPEN
☐	10:30 AM-11:00 AM	OPEN
☐	11:00 AM-11:30 AM	OPEN
☐	11:30 AM-12:00 PM	OPEN
☐	12:00 PM-12:30 PM	OPEN
☐	12:30 PM-1:00 PM	OPEN
☐	1:00 PM-1:30 PM	OPEN
☐	1:30 PM-2:00 PM	OPEN
☐	2:00 PM-2:30 PM	OPEN
☐	2:30 PM-3:00 PM	OPEN
☐	3:00 PM-3:30 PM	OPEN
☐	3:30 PM-4:00 PM	OPEN
☐	4:00 PM-4:30 PM	OPEN

Continue | Home

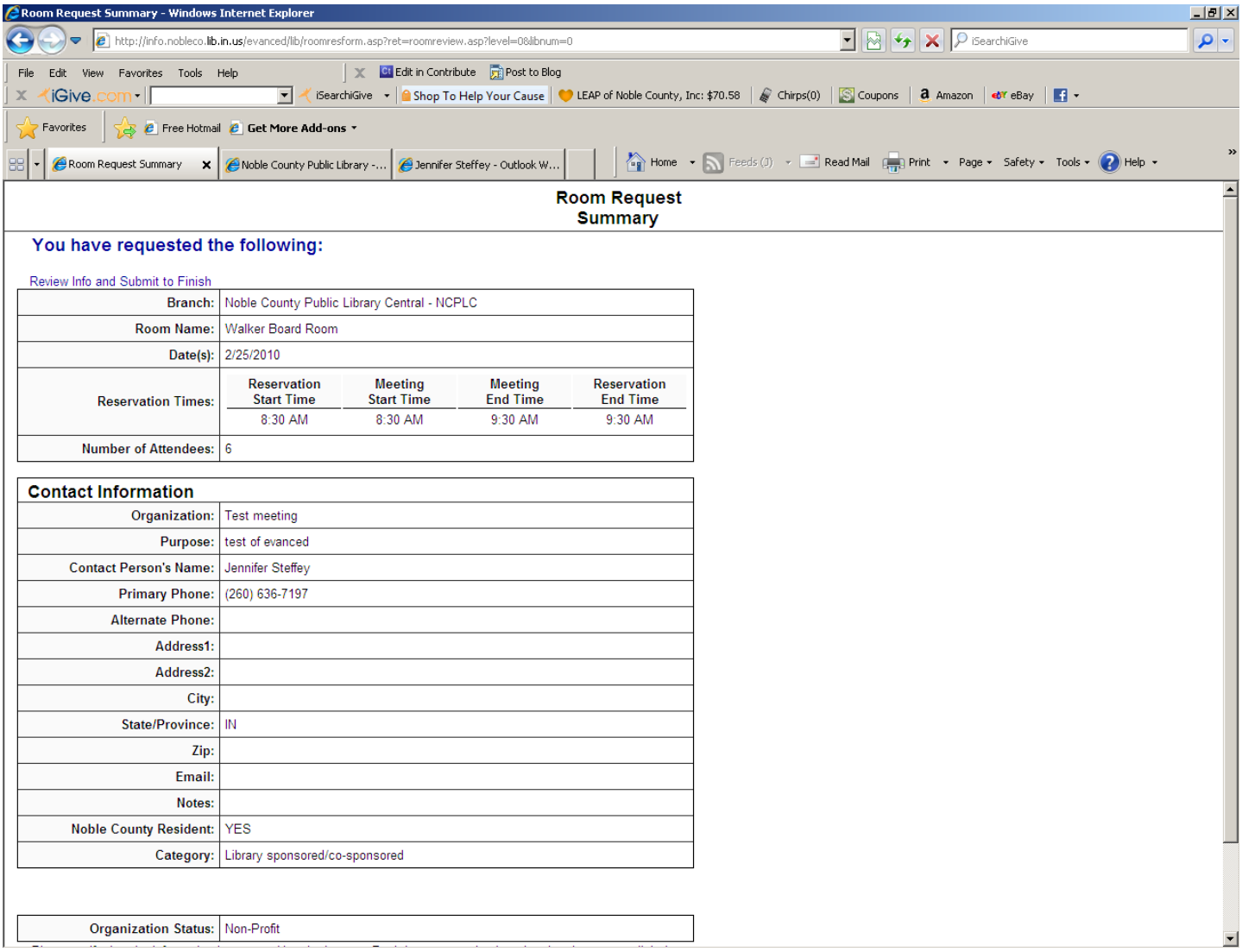
After times are selected, click the continue button. You will see the screen to fill in the information for your group

Room Request
Contact Information

Back

Branch:	Noble County Public Library Central - NCPLC
Meeting Room Policy	
Room Name:	Walker Board Room
Date(s):	2/25/2010
NOTE:	*An adult (18 years or older) Noble County resident may reserve NCPL meeting rooms or equipment. The Noble County resident making the reservation will be held liable for any damage done to the facilities or equipment. (See the Meeting Room Policy)*
Reservation Times:	Reservation Start Time: 8:30 AM; Meeting Start Time: 8:30 AM; Meeting End Time: 9:30 AM; Reservation End Time: 9:30 AM
*Number of Attendees:	
*Organization:	
*Purpose:	
*Contact Person's Name:	
*Primary Phone:	( ) - Extension:
Alternate Phone:	( ) - Extension:
Address1:	
Address2:	
City:	
State/Province:	IN
Zip:	
Email:	

At the end of the form is the button to Verify request that must be clicked. This will give you a summary screen and the opportunity to readjust anything.



Room Request Summary - Windows Internet Explorer

http://info.nobleco.lib.in.us/evanced/lib/roomresform.asp?ret=roomreview.asp?level=0&libnum=0

Room Request Summary

You have requested the following:

Review Info and Submit to Finish

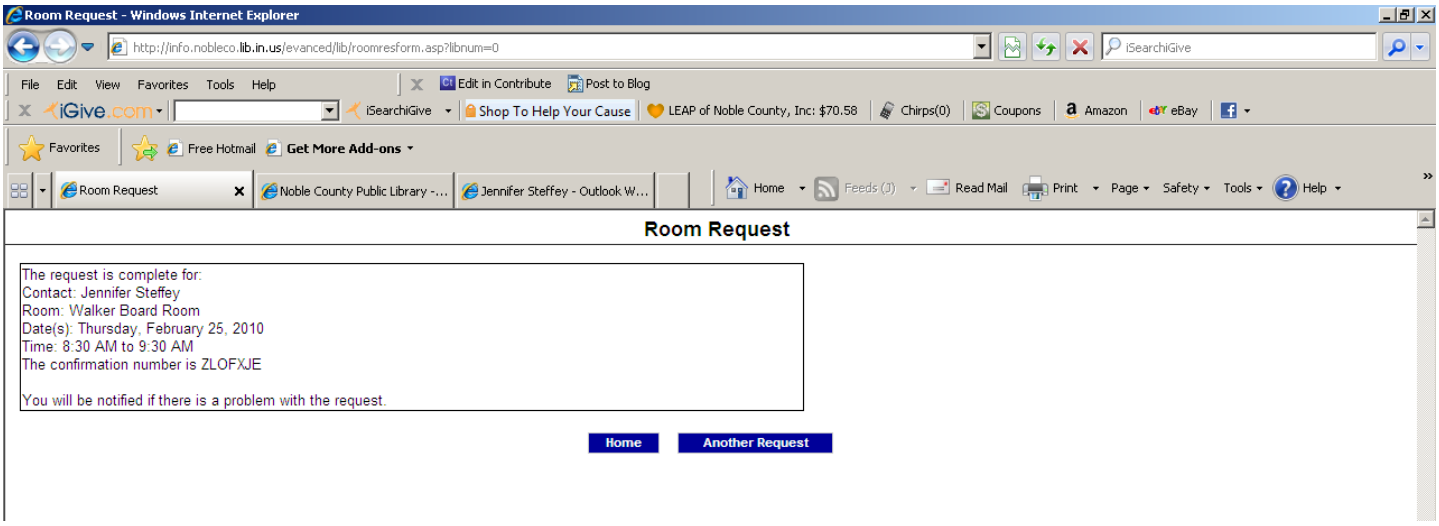
Branch:	Noble County Public Library Central - NCPLC
Room Name:	Walker Board Room
Date(s):	2/25/2010
Reservation Times:	Reservation Start Time: 8:30 AM; Meeting Start Time: 8:30 AM; Meeting End Time: 9:30 AM; Reservation End Time: 9:30 AM
Number of Attendees:	6

Contact Information

Organization:	Test meeting
Purpose:	test of evanced
Contact Person's Name:	Jennifer Steffey
Primary Phone:	(260) 636-7197
Alternate Phone:	
Address1:	
Address2:	
City:	
State/Province:	IN
Zip:	
Email:	
Notes:	
Noble County Resident:	YES
Category:	Library sponsored/co-sponsored

Organization Status:	Non-Profit

Now click the Submit request button and you will get a confirmation screen. If you have included an e-mail (which is **highly** recommended) you will get a confirmation notice through that e-mail.



Room Request - Windows Internet Explorer

http://info.nobleco.lib.in.us/evanced/lib/roomresform.asp?libnum=0

Room Request

The request is complete for:
Contact: Jennifer Steffey
Room: Walker Board Room
Date(s): Thursday, February 25, 2010
Time: 8:30 AM to 9:30 AM
The confirmation number is ZLOFXJE

You will be notified if there is a problem with the request.

Home | Another Request

Your reservation has been completed and is held in pending until confirmed by library staff. Click the Home button to return to the library home page.

This process sends an e-mail to the library staff so the request can be confirmed. The room is pending until we confirm there are no conflicts. While the room is pending, no one else can make an online reservation at that time.

If there are any conflicts, you will be contacted as soon as possible. Once the meeting room has been confirmed, you will receive another e-mail notification.