

How do I reserve a Meeting Room?

Go to our booking site:

<https://coralvillepubliclibrary.libnet.info/reserve>

Which room should I choose? See descriptions of rooms here: <https://coralvillepubliclibrary.org/meeting-rooms/>

1. From the calendar, choose your meeting date. The hours available to book show as light green. If the room is already booked the hours show as black.

Mon-Thur 10am - 7pm | Fri 10am - 6pm | Sat 10am - 4pm | Sun 12pm - 4pm

Call Login Donate

CORALVILLE PUBLIC LIBRARY

ABOUT SERVICES ELIBRARY ADULTS TEENS CHILDREN CALENDAR

November 12, 2024

BOOKING TYPE: Non-Profit Organization

CHOOSE DATE: November 2024

12

E. Jean Schwab Auditorium

9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 p

Meeting Room A

9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 p

Meeting Room A&B

9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 p

Meeting Room B

9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 p

2. On the listing for the room you need, select your desired time by clicking on the boxes for your MEETING/EVENT PUBLISHED TIME. It will show in bright green. *Note the scroll bar under the time—this will move the viewable area.* You'll notice that the system automatically assigns 15 minutes before and after your meeting/event time for room setup and teardown/clean up. **If you need more time for this, contact the Library reference desk at 319.248.1850 or email reference@coralville.org to make arrangements.**



Meeting Room A

Time and date 1:00pm - 2:00pm, November 12th 2024

Room description
14 Tables, Initial setup is a classroom style arrangement with 3 rows of 4 tables & 2 tables in the front of the room, Has counter space with a sink

Included resources
✓ Projection Screen

Location
📍 Coralville Public Library

Room size
length: 39ft width: 40ft area: 1560 sq ft

Additional resources

- AV Tech [0 ▾]
- Blu-ray Player [0 ▾]
- Digital Projector [0 ▾]
- Free Standing Lectern [0 ▾]
- Laptop Computer [0 ▾]
- Tabletop Lectern

3. Scroll down to find Additional Resources you may need for your meeting. Use the checkboxes to select and drop-down for quantity.
4. Click the “Choose” button.

5. If you have a Coralville Public Library card and know your PIN/Password that you set up when you registered for your card, you may use that information to allow the system to easily fill in some of the contact information form by entering your card number and password and clicking “Find details.” Fill in all required fields. *Please create a Booking title that includes your organization name as your Group name will not display on our signage.* Click Next.

New reservations

📍 Meeting Room A

🕒 1:00pm - 2:00pm, November 15, 2024

Booking type

Non-Profit Organization

Library card number

[Find 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 *

Group name *

(This is not displayed to the public)

Booking title *

(This will be displayed to the public)

Attendees *

Number of attendees expected

Notes

If you need additional setup or teardown time, please note it here.

My group only has one reservation. (You can make another reservation after this one has passed.) *

Is your event open to the public? *

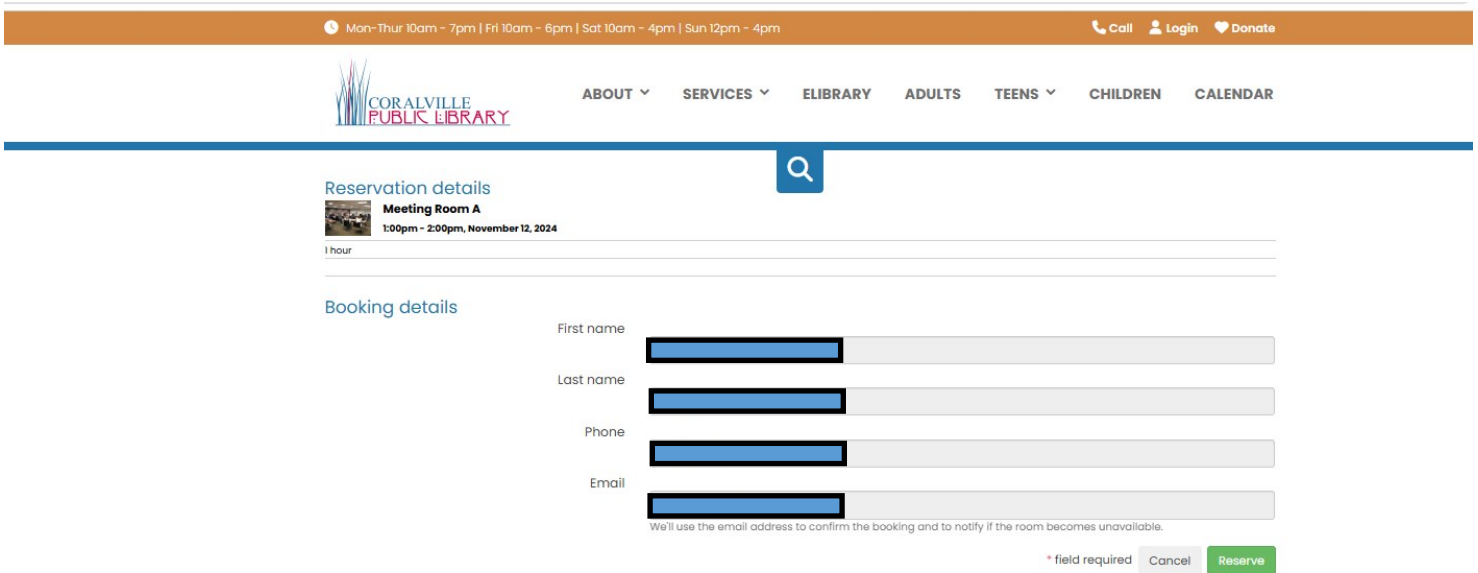
This event is sponsored by a nonprofit organization. *

Our group will be responsible for setup and cleanup within the time limits specified above. *

Any fees charged will not financially benefit our organization. *

Meeting participants will be asked to park in areas other than the two rows closest to the Library of the parking lot. *

6. Review your booking and contact information and click Reserve.



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CORALVILLE PUBLIC LIBRARY

ABOUT SERVICES ELIBRARY ADULTS TEENS CHILDREN CALENDAR

Reservation details

Meeting Room A
1:00pm - 2:00pm, November 12, 2024
1 hour

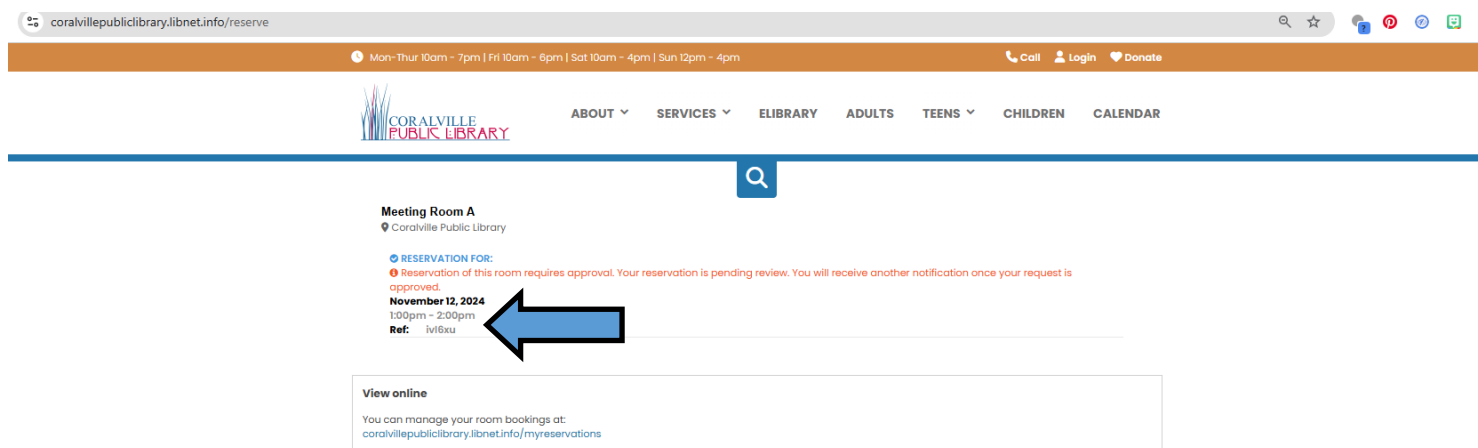
Booking details

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 Cancel Reserve

7. The screen will update with the PENDING RESERVATION of your booking and you'll receive an email to the address you supplied that your meeting/event is PENDING. Your pending reservation will hold the space for you while you wait for confirmation. The Reference number provided may be used to find your reservation at a later time.



coralvillepubliclibrary.libnet.info/reserve

Mon-Thur 10am - 7pm | Fri 10am - 6pm | Sat 10am - 4pm | Sun 12pm - 4pm

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CORALVILLE PUBLIC LIBRARY

ABOUT SERVICES ELIBRARY ADULTS TEENS CHILDREN CALENDAR

Meeting Room A
Coralville 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.

November 12, 2024
1:00pm - 2:00pm
Ref: lvf8xu

View online
You can manage your room bookings at:
coralvillepubliclibrary.libnet.info/myreservations

8. After Library staff have been able to review your reservation and approve it, you will receive another email CONFIRMING it. You will also receive an email 24 hours before your meeting/event as a courtesy reminder.

Managing your reservation

You can find your reservation at a later time at <https://coralvillepubliclibrary.libnet.info/myreservations> You can also use your Library card number and PIN/Password to find your existing reservation, if used to create the booking, or your name and reservation reference number. Here you can see the status of your Reservation and make changes to the details of APPROVED reservations. Changes will be approved by Library staff & you'll receive an email confirmation.

The screenshot shows the Coralville Public Library website's reservation management interface. At the top, there is an orange navigation bar with the library's hours: "Mon-Thur 10am - 7pm | Fri 10am - 6pm | Sat 10am - 4pm | Sun 12pm - 4pm". To the right of the hours are links for "Call", "Login", and "Donate". Below the navigation bar is the Coralville Public Library logo and a menu with items: "ABOUT", "SERVICES", "ELIBRARY", "ADULTS", "TEENS", "CHILDREN", and "CALENDAR". A search icon is centered below the menu. The main content area is titled "Manage your room reservations" and features two tabs: "Library card" and "Reference". Below the tabs, there is a prompt: "Please enter your library card and PIN below to cancel or view your reservation". This is followed by two input fields: "Card number" and "Pin/Password". A blue "Go" button is positioned to the right of the "Pin/Password" field. At the bottom of the page, there is a decorative graphic of a bookshelf with books of various colors.

QUESTIONS? Please contact us at 319-248-1850 or email:

reference@coralville.org

Library staff cannot make reservations for you, but will be happy to help you navigate this new process.