

## Customer Registration for Meeting Rooms

1. On any Internet computer, go to BCPL's home page, click on **About the Library**.
2. Click on **Meeting Rooms**.
  - a. Please read over the Meeting Room Policy first
3. Click on **Reserve a Meeting Room**.
4. **Click on the appropriate date** (click on the down arrow next to the current month to choose the next month – the only options are the current month or next month).
5. **Choose the Branch and specific room(s)**.
  - a. If you rest the mouse pointer over a room, you will see the capacity and available equipment.

**Note:** If the room is not available, it will be highlighted in turquoise. You may need to choose another time, room or date.

6. **Choose the time** by clicking on the beginning time and then on the end time, including additional time for setup and tear down.
7. Click on **Continue**.
8. **Type in your BCPL card number**. Note the fees that apply to some rooms (see Policies for more information).
9. Click on **Login**. *Scroll down to see the form.*

10. **Type in the appropriate information.** You must complete in any field marked with an asterisk (\*).
11. Click on **Verify Request**.
  - a. Read over the form to make sure it's correct. You can click on Internet Explorer's Back arrow to make changes or click on Cancel, if you no longer wish to reserve the room(s).
  - b. If you are using multiple rooms at Main or Scheben, see **Room Fees** below.
12. Click on **Submit**. An email will be sent to notify you that your request has been received. Your request will be reviewed and a confirmation email sent promptly.
13. Click on **Home** to return to the BCPL's home page or click on **Another Request**.
14. Click on the **X** to close the Internet.

## Room Fees

If you choose to use combined Meeting Rooms:

ABC at Main

or AB at Scheben

there is a \$25.00/4-hour reservation fee. Click on **Continue to Payment Options**.

1. **Click on the appropriate radio button** next to Check or Credit Card.

Grand Total	\$25.00
*How would you like to pay?	<input checked="" type="radio"/> Check <input type="radio"/> Credit Card
<input type="button" value="Process Payment"/> <input type="button" value="Cancel"/>	

2. Click on **Process Payment**.
  - a. To pay by cash or check, please pay at the Circulation Desk at the requested library branch.
  - b. To pay by credit card, type in the appropriate information and click on Process Payment (note there are required fields marked with an asterisk (\*)).
3. Continue with Step 13 above.

## To reserve a room using a Library Catalog computer

1. Go to a designated computer.
2. Click on the **Minimize** button in the upper right-hand corner to minimize the Library Catalog, so you can see the desktop.



3. Double-click on the **BCPL icon**.
4. Click on **About the Library**.
5. Follow steps on page 1, starting with Step 2.