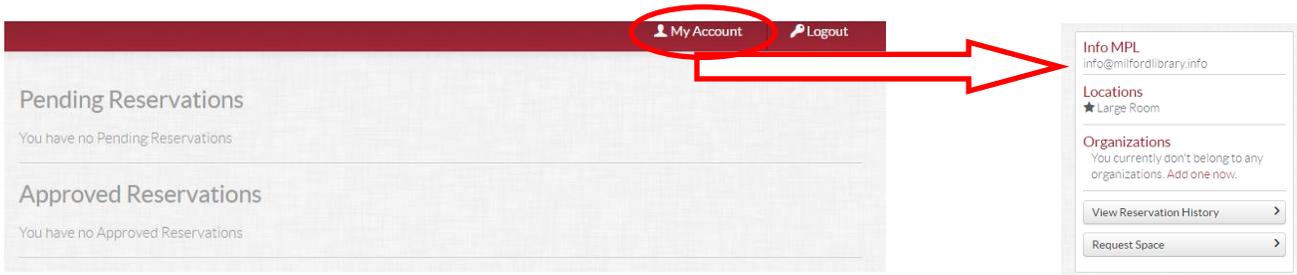


# MILFORD PUBLIC LIBRARY

## Spaces Set-up Instructions:

Our “Spaces” software now offers a quick and convenient way to reserve meeting rooms right from your home computer or device. You may set up a “Spaces” account or login to your already existing account by visiting this link: <http://Milford.evanced.info/spaces>. If this is your first time, please click on “Create an Account” in the top right-hand corner of the page.

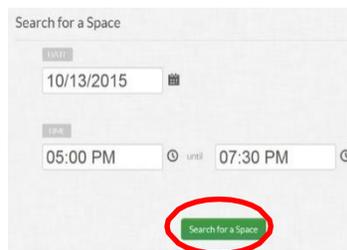
Once you’ve logged in, you will be able to manage your account through the “My Account” link in the top right-hand corner of the page. From here, you can edit your contact information and request to either join or create an organization (i.e. your group’s name).



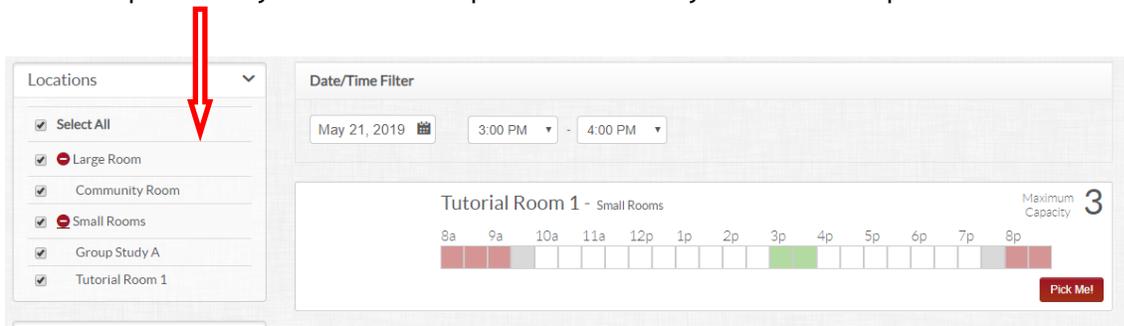
If your group already has current reservations on the calendar, it may already be in the system and you can simply select from the list. If not, please type in your group name (i.e. HOA name, Girl or Boy Scout Troop AND number, etc) to create a new organization. You may be associated with more than one organization within the system and more than one person can be associated with a single organization.

## To request a meeting room:

1. Simply select the preferred date for your reservation.
2. Select the desired start and end times for your reservation.
3. Click “Search for a Space”.



4. A list of available spaces will appear at the top of your screen. Determine which space best fits your needs and click “Pick Me!” Tip: You may also use this drop down to narrow your search for specific rooms.



5. Log in to your "Spaces" account when prompted (if not already logged in).
6. Choose a setup option. Please pay attention to the limitations on the number of people for the setup you choose.
7. Complete the required fields (the purpose of reservation, your active Milford Public Library card number, policy box stating you've read the policies, and the expected attendance.)
8. Click "Submit Request" to complete your reservation. Your request will then be submitted and all information verified. A copy of your meeting room request will be sent to the email address corresponding to your Spaces account. When the room request is accepted, another confirmation email will also be sent to the email address on your Spaces account. Requests are reviewed in the order received and are granted on a first request basis. **Note: A pending reservation only indicates a request has been received. A confirmed reservation is required in order to use the meeting room space.**

**Example: HOA Meeting.** (points to Purpose field)

**Please read policies and check box.** (points to checkbox for reading policies)

**Enter Expected Attendance.** (points to expected attendance field)

**Green = available**  
**Red = unavailable** (points to calendar grid)

**Select organization in drop down menu or create new. Joined organizations will be listed at top.** (points to organization dropdown)

**Active MPL card number required.** (points to library card number field)

**Submit when complete.** (points to Submit Request button)

Remember, you can always manage your reservations by logging into your "Spaces" account. This includes the ability to edit your personal information, check for meeting room availability, request space, edit reservations, cancel reservations, and view reservation history.

**Helpful Hints:**

**1. What do the different colors mean?**

The Spaces system uses various colors to indicate space availability, including:

- The Milford Public Library is closed
- The space is unavailable and cannot be reserved
- The space is available and can be reserved
- The space is available at the time you have selected

Sometimes, a space is available for a portion of the time you selected. If this is the case, you will see:

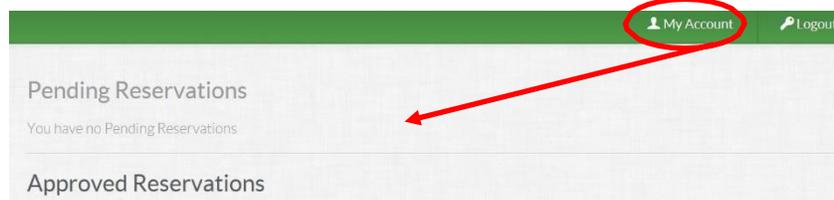
- Indicates when the space is available
- Indicates when the space is unavailable

2. I selected my desired date and time, picked the space I wanted and filled out my contact information. When I clicked to submit my reservation, nothing happened. Why?

The Spaces system will not allow you to submit a reservation if the space is not available. The “Submit Request” button will appear grayed out to indicate that it cannot be selected because the space is unavailable.

3. How do I know if my request was submitted?

Click on “My Account” to display a list of your pending reservations, approved reservations and inactive reservations.



4. How long does it take for my request to be approved?

It typically takes just a few hours for requests to be approved. Requests are reviewed in the order received and are granted on a first request basis.

5. How can I edit, copy, or cancel a reservation?

This can be done through “My Account” under Approved Reservations. Reservation details can be changed through editing, an exact replica of the reservation (for a different date) can be made through copying (MUST be the same meeting room), and canceling can be done by simply clicking “cancel”.

