

# Find tutor rooms here.

## What's New

The library's room reservation form offers some great new features for your convenience:

- Easier room availability check
- E-mail reminders of upcoming reservations
- Online cancellation of upcoming reservations

Give it a try the next time you need to reserve tutor room space!

## Helpful Hints & Reminders

Use of Worthington Libraries' tutor rooms is completely free with the following restrictions:

- Reservation requests must be submitted at least **24 hours in advance**.
- Reservations can be made up to **90 days in advance**.
- Tutors are permitted only **two 2-hour reservations per week**.

For further information, review the library's **Meeting Room Use** policy at [worthingtonlibraries.org/about/policies](http://worthingtonlibraries.org/about/policies).

## Need Help?

Have questions about the library's tutor rooms?

Need help with the room reservation form?

Call **614-807-2626**.



Worthington Libraries offers free designated meeting room space to tutors.

Request a room in 3 easy steps at [worthingtonlibraries.org/visit/services/tutor-rooms](http://worthingtonlibraries.org/visit/services/tutor-rooms).

### Step 1: Check availability

1. **SELECT DATE:** Choose your preferred reservation date.

2. **SELECT ROOM:** Choose a room.

..... **Tip:** Click "Expand all" to see all our available rooms.

3. **SELECT TIME:** Click the boxes by the start and end times of your meeting.

..... **Tip:** Available times appear in green with the status "Available." Times in gray have already been booked.

4. **CONTINUE:** After you finish making your selections, click the "Continue" button at the bottom of the screen.

The screenshot shows a web form titled "Room reservations: Check availability". It has a "Text Size" control in the top right. The form is divided into three main sections:

- 1. SELECT DATE:** A calendar for July 2009. The date 31 is selected.
- 2. SELECT ROOM:** A dropdown menu showing "OWL Meeting Room" selected. Below it are expand/collapse buttons and a list of rooms: Old Worthington, OWL Meeting Room, Northwest, NWL Meeting Room, and NWL Conference Room.
- 3. SELECT TIME:** A table with columns "Select", "Time", and "Status". The "Time" column lists slots from 9:00 AM to 5:30 PM. The "Status" column shows "Available" for all slots. A "Need help? Call us at 614-807-2626." link is above the table.

At the bottom, there are "Continue" and "Home" buttons. Red circles and numbers 1, 2, 3, and 4 are overlaid on the screenshot to indicate the steps described in the text.

### Step 2: Enter contact information

1. Fill out the request form completely.

2. Click the "Verify request" button at the bottom of the screen.

### Step 3: Review room reservation summary

1. Verify that the information you entered is correct.

2. Click the "Submit request" button at the bottom of the screen.

### That's all there is to it!

You will receive immediate confirmation of your reservation by e-mail.