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.

Need Help?

Have questions about the library's tutor rooms?

Need help with the room reservation form?

Call **614-807-2626**.

**WORTHINGTON
LIBRARIES**

Worthington Libraries offers free designated meeting room space to tutors. Request a room in 3 easy steps at **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.

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.