How to Book NHCPL Meeting Rooms Online (LibCal)

1) Visit the Library’s Website:  www.nhclibrary.org

2) Click on the Meeting Rooms Link (it’s near the bottom of the home page)

3) TABS provide quick access to: Meeting Rooms * Policies & Setup * Online Payments * FAQ’s

4) For Meeting Room Bookings, remain on the Meeting Rooms @ NHCPL Tab.

5) Click on the link to the library branch you are interested in.
6) Each library branch link provides the location hours, room fees, and a calendar like the one shown below.

**HINT: To change the Branch location, use the drop down box located above the calendar**

7) **Calendar:** Click on the Date of your Meeting on the calendar provided.

8) Once you select a date, the **timeline** to the right will be updated to show space availability.

9) **To Reserve Time:** From the timeline, click on each Green Box (30 min.) that you want to book. As you select the time, the boxes will turn yellow.

10) The Booking Details section below the timeline, provides a recap of your booking.

11) Be sure to review your booking and read the Meeting Room Policy.

12) Click on the CONTINUE Button (located at the bottom of the page)

13) Fill out the Client form: Name, Address, Group, Phone, etc.

14) Click the Submit Booking button.

Your reservation will be sent to Admin office for review and approval.

Once it has been approved, you’ll receive an email confirmation with a link to the Online Payments Site. **You may also make your payment online by selecting the Online Payments Tab shown at the beginning of this instructional handout.**

Please contact the library’s Admin office at 910-798-6309 if you need further assistance.