

## **COLLIN MEETING ROOM (CMR) SCHEDULING PROCESS**

The Collin Meeting Room is available for community and library meetings and can be scheduled between 10 AM and 10 PM on most days. In order to avoid conflicts, the following process is used:

1. If you wish to schedule a time in the Collin Meeting room, you must check the online calendar on the PCL Website for availability. If you do not have access to a computer, you may come to the library and the Help Desk volunteers will check the availability for you.
2. Fill out the on-line request form and submit. The help desk volunteers can assist you.
3. Note that due to the volume of requests, no scheduling requests will be allowed over the phone.
4. If you do not have access to the internet, you may come to the library and use one of our computers. The help desk volunteers will be glad to assist you. Please note, they cannot request a room themselves. They can only assist you in filling out the form.
5. Our scheduling volunteer will book the meeting and send an email confirmation. The scheduled appointment will appear on the online calendar. If there are conflicting requests for the same time, the email with the first date and time stamp will be honored. If the second requestor wants to negotiate for the original time request, they must contact Marian Frear to resolve the conflict.
6. Repeating meetings (say first Tuesday of each month) may only be scheduled six months in advance to allow fair and equal access to all members of our community.
7. See Collin Meeting Room event instructions for use of the room.