

UPDATE TO CMR SCHEDULING PROCESS – 8/15/16 SCHEDULING THE COLLIN MEETING ROOM (CMR)

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 reduce delays and decrease conflicts, the following process will be implemented:

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, you may come to the library and the Help Desk volunteers will check the availability for you.
2. You must fill out the online form. Email attachments and the old paper forms are no longer valid.
3. If you do not have access to our website, 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.
4. Our scheduling volunteer (usually Kathy) 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 form 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 (librarian@placitaslibrary.com) to resolve the conflict.
5. 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. However, six meetings over the course of an entire year will be honored.