

## **UPDATE TO CMR SCHEDULING PROCESS – 8/15/11 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 download and fill out the request form. The help desk volunteers can download one for you if necessary.
3. You must attach the filled out form to an email and send it to Kathy Kitts ([placitaslibrary@gmail.com](mailto:placitaslibrary@gmail.com)). 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 email, 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 and sending it via email.
5. 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 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 Pat McCarty or Anne Frost 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.