



NEWS RELEASE
North Olympic Library System
2210 South Peabody Street
Port Angeles, WA 98362

FOR IMMEDIATE RELEASE

Date: November 22, 2016
Contact: Cheryl Martin, Customer Service Specialist, Port Angeles Main Library
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Re: 2017 Meeting Room Reservations @ Your Library

The North Olympic Library System (NOLS) will begin accepting 2017 meeting room reservation requests on Thursday, December 1. New reservations may be requested up to 90 days in advance of the meeting date, and can be made using the Library's online room reservation system, *SPACES*. To begin your reservation request, visit www.nols.org and select "Reserve a Meeting Room" from the "Services" tab.

What's new in library room reservations for 2017?

In October 2016, NOLS updated Policy 4.9, which describes the parameters under which NOLS makes library meeting rooms available, on equal terms, for public use. The recent policy revisions improve customer service by:

- expanding equitable access to meeting rooms to a broader range of users;
- allowing all room users, whether reserving for one-time or recurring events, to request meeting room spaces up to 90 days in advance of their desired reservation date;
- giving meeting room users more direct control and ready review of their reservations;
- improving room availability for library sponsored programming.

The *SPACES* reservation system is designed to provide users with an easy-to-use platform that creates equal opportunities for community groups to utilize meeting room spaces free of charge. With *SPACES*, you can easily submit new room requests, cancel and make changes to existing reservations, and conveniently create recurring reservation requests. When you

activate your *SPACES* account, information about pending and confirmed reservations is available to you at the touch of a key.

For more information about meeting room reservations at your Library, including assistance creating your *SPACES* account, contact the Library at 360.417.8500 ext. 7764, send an email to rooms@nols.org, or visit www.nols.org.



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