

Did you know the  
**ST. JOSEPH COUNTY PUBLIC LIBRARY**  
offers a quick and easy way to look up and reserve meeting  
rooms right from your home computer?

- Go to <http://www.libraryforlife.org/>
- Click on Book a Meeting Room
- After agreeing to the Library's Meeting Room policy you'll be taken to the request page.
- From here, view meeting room schedules in Day, Week, or Month View by clicking the appropriate tab at the top of the page.
- To "request" a room, simply go to the *Day View* and select the **Date**, **Time**, and **Room** you are interested in scheduling & click CONTINUE at the bottom of the screen
- A "Contact Information" screen will now appear. Complete all informational boxes and click **Verify Request** to complete. Your room request will be confirmed by email or telephone within 5-7 business days.



**Please call the St. Joseph County Public Library at  
(574) 235-4191 if you need assistance or additional information.**



***This service is available  
24 hours a day, 7 days a week!\****

***\*Support is only available from 9:00a.m. – 5:00p.m. Monday - Friday***