

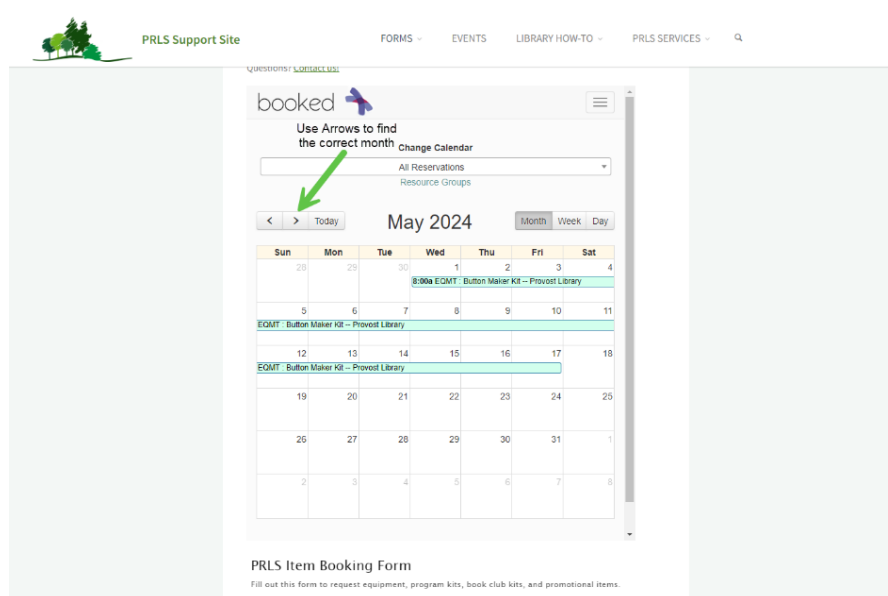
## Booking Calendar Use Instructions

**TIP:** Before using the Booking Form to make a request, please check to see if your selection is available by using the Booking Calendar on the Kit Booking Page on the Support Site (<http://support.prl.ab.ca/index.php/forms/kit-booking/>).

### Booking Calendar

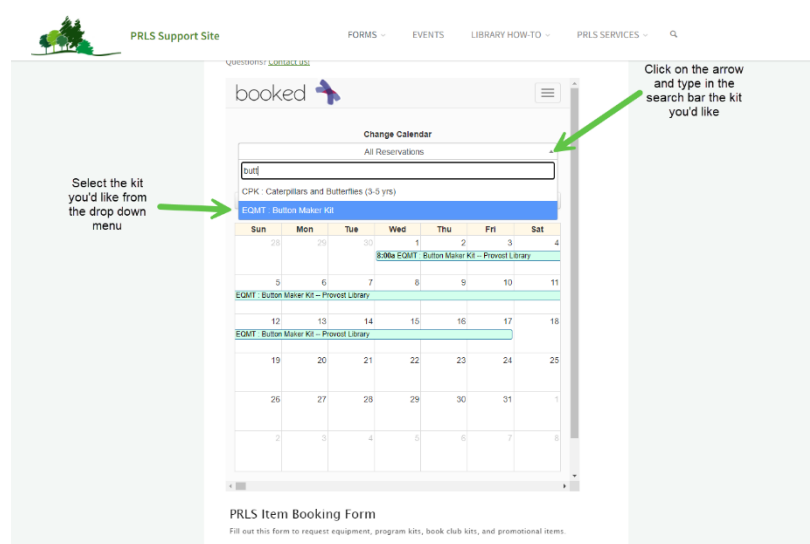
1. To find the date you want your booking to begin, click the arrows on the top left-hand side of the calendar until the month you want to book for is on the screen.
2. By looking at the month, you can see what is already booked for that month.

**Example:** You want to book the Button Maker Programming Box from May 8 –15, 2024. By checking the May 2024 calendar, you can see that it is being used by the Provost Library for those dates. Because the Button Maker is already booked, you'll not be able to book this kit at this time. You'll need to select another date range (May 22 – 29) for your request or ask for another available programming box.



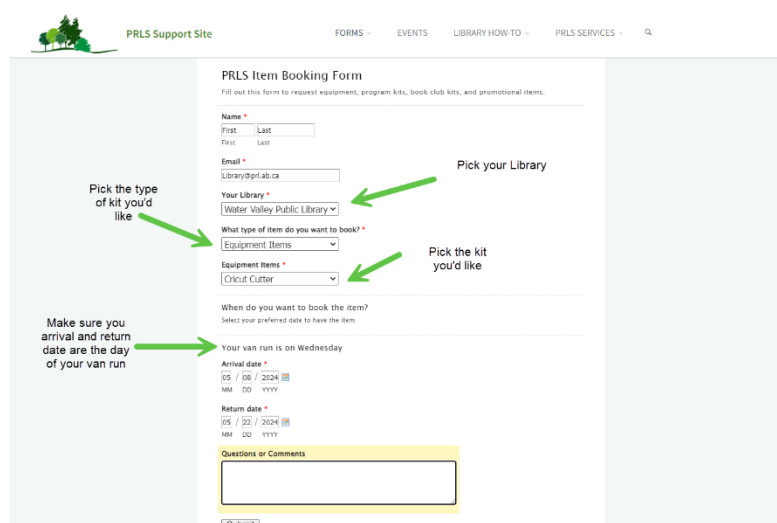
The screenshot shows the 'booked' interface on the PRLS Support Site. At the top, there are navigation links: PRLS Support Site, FORMS, EVENTS, LIBRARY HOW-TO, and PRLS SERVICES. Below this is a search bar and a 'Questions? Contact us' link. The main content area features a calendar for May 2024. The calendar is titled 'May 2024' and has navigation arrows on the left and right, along with a 'Today' button. A green arrow points to the 'Change Calendar' dropdown menu, which is currently set to 'All Reservations'. Below the calendar, there is a section for 'PRLS Item Booking Form' with the instruction: 'Fill out this form to request equipment, program kits, book club kits, and promotional items.'

**TIP:** To make it easy to navigate the Booking Calendar change the calendar to only display the item you are looking to book. You can do this by using the drop-down arrow where it says 'All Reservations' and typing in the name of the kit you'd like.



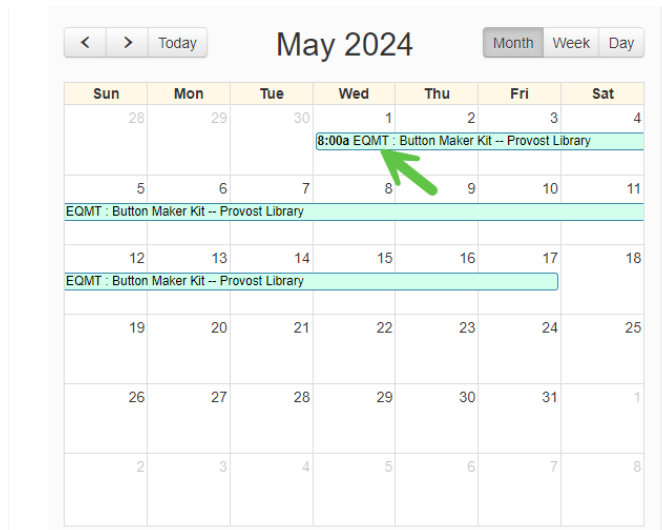
## Booking Form

1. Once you have selected the dates and the item you wish to book, you can proceed to the PRLS Item booking form; found below the Booking Calendar.
  - a. When selecting the Arrival and Return date, they should be dates that you receive a van run; the booking form will remind you of what day your van delivery arrives.



**TIP:** You can tell what type of kit you are looking for by the abbreviation before the name on the calendar

- CPK — Children’s Programming Kit
- TKP — Teen Programming Kit
- APK — Adult Programming Kit
- EQMT — Equipment Kit
- PROMO — Promotional Item

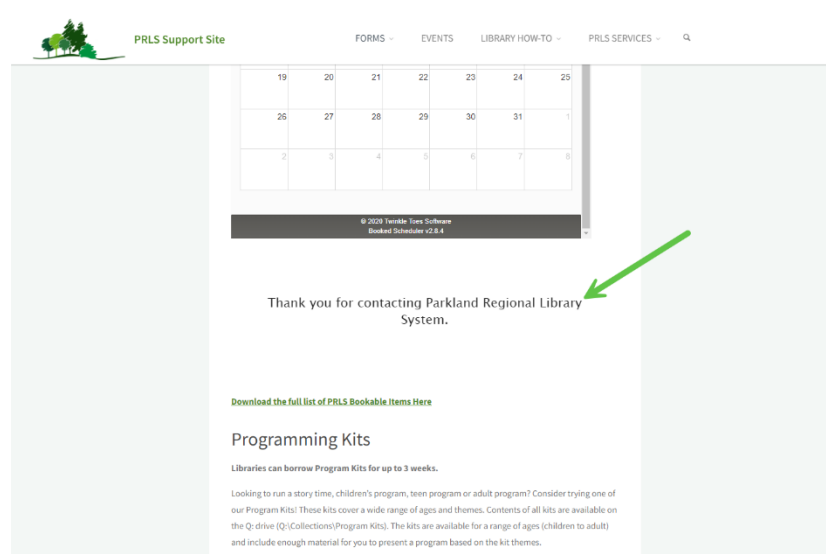


Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
			8:00a EQMT : Button Maker Kit -- Provost Library			
5	6	7	8	9	10	11
EQMT : Button Maker Kit -- Provost Library						
12	13	14	15	16	17	18
EQMT : Button Maker Kit -- Provost Library						
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

- Once your booking has been submitted, you will receive an email from PRLS Operations either confirming the booking for the dates requested or if the item is unavailable, PRLS Operations will email you asking if there is another date that you would like to book the item for.

**TIP:** If you wish to book multiple items, you will need to fill out a form for **EACH** item you would like to book.

- This message will appear after you have submitted the PRL Item booking form.



PRLS Support Site

FORMS - EVENTS LIBRARY HOW-TO - PRLS SERVICES -

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Thank you for contacting Parkland Regional Library System.

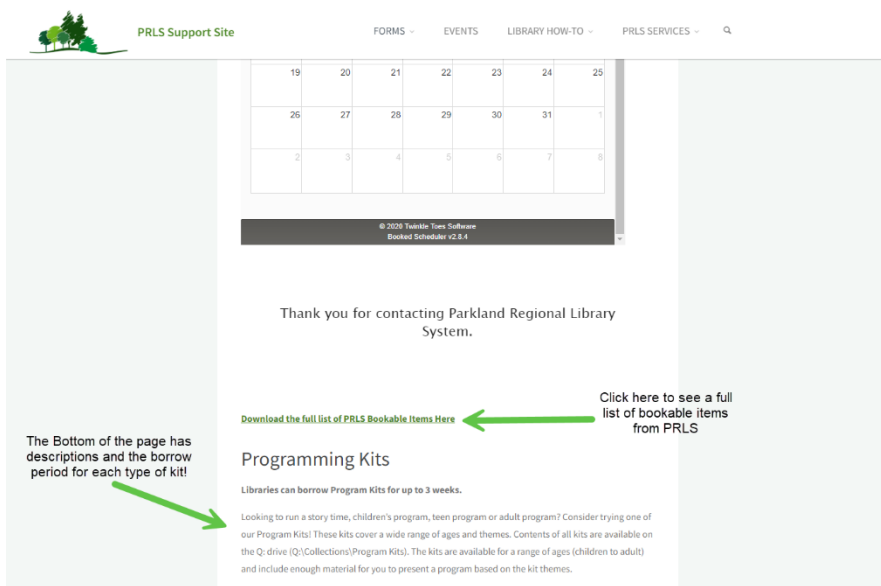
[Download the full list of PRLS Bookable Items Here](#)

### Programming Kits

Libraries can borrow Program Kits for up to 3 weeks.

Looking to run a story time, children's program, teen program or adult program? Consider trying one of our Program Kits! These kits cover a wide range of ages and themes. Contents of all kits are available on the Q-drive (Q:\Collections\Program Kits). The kits are available for a range of ages (children to adult) and include enough material for you to present a program based on the kit themes.

- Looking for more information? Keep Scrolling! Download the full list of bookable items or see more information about each type of date (including borrowing periods)



PRLS Support Site

FORMS - EVENTS LIBRARY HOW-TO - PRLS SERVICES -

19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

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Booked Scheduler v2.5.4

Thank you for contacting Parkland Regional Library System.

[Download the full list of PRLS Bookable Items Here](#)

Click here to see a full list of bookable items from PRLS

The Bottom of the page has descriptions and the borrow period for each type of kit!

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