

## LibCal Reservation Directions for Kits, StoryWalks, and Microphones

<https://vtlib.libcal.com/equipment?lid=16197>

### Submitting a reservation request

Go to <https://vtlib.libcal.com/equipment?lid=16197> to locate the item that you want to reserve.

Use the drop-down menu to choose the category of the item and browse or use the search box to locate an item by title.

The screenshot shows the Vermont Department of Libraries LibCal Equipment Catalog interface. At the top is the Vermont Department of Libraries logo. Below it is a breadcrumb trail: Vermont Department of Libraries / LibCal / Equipment Catalog. The main navigation area includes a 'Location' dropdown menu set to 'VTLIB - Kits & Equipment', a 'Category' dropdown menu with a 'Show All' option selected, a search box containing the text 'Search for equipment...', and a 'Search' button. Below the navigation is a message: 'Booking for the VTLIB kits and equipment.' The main content area displays three equipment items, each in a white card with a title and two buttons: 'Availability' and 'More details'. The items are: 'A chair for my mother', 'A family is a family is a family', and 'Before we eat: from farm to table'.

When you locate the item you want to reserve, click on “Availability” to see when the kit is available for reservations or “More details” to read more about the contents of the kit.

To check for availability on a specific date you can use the “Go To Date” button, or browse through dates using the arrows.

Friday, June 16, 2023 – Thursday, June 22, 2023

[Go To Date](#) < >

Items	Friday, June 16, 2023											Saturday, June 17, 2023	
	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm	12:00am	1:00am
A family is a family is a family (BC 00001060)													

Available  Your Booking  Unavailable/Padding

Click on the date that you want your item to arrive (we anticipate sending items out a week before this date to allow transport time). The start date and the end date of the reservation will display. The end date is the date you will need to package and send the kit back to VTLIB.

Click “Add to Cart” if you want to continue browsing for other kits, or “Add to Cart & Checkout” if you are ready to submit your reservation request.

Friday, July 28, 2023 – Thursday, August 3, 2023

[Go To Date](#) < >

Items	Friday, July 28, 2023											Saturday, July 29, 2023	
	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm	12:00am	1:00am
A family is a family is a family (BC 00001060)													

Available  Your Booking  Unavailable/Padding

A family is a family is a family

**From:** 12:00pm Friday, July 28, 2023

**To:** 12:00pm Tuesday, September 26, 2023 [Change Return Date](#)

[Add to Cart](#) [Add to Cart & Checkout](#)

Fill out all fields in the Booking form, then click the “Submit my Booking” button.

## Booking Details

Item	Category	From	To	
A family is a family is a family	StoryWalks	12:00pm Friday, July 28, 2023	12:00pm Tuesday, September 26, 2023	<a href="#">Remove</a>

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Full Name \*

Email \*

Library \*

Please check this box to acknowledge this is a reservation request. You will receive confirmation from VTLIB staff when we process the request. \*

Yes

[Submit my Booking](#)

You will receive an email from [alerts@mail.libcal.com](mailto:alerts@mail.libcal.com) with the details of this request as well as a link to cancel the reservation if your plans change.

The following bookings have been submitted:

### Item Information

**Location:** VTLIB - Kits & Equipment

**Item:** The Welcoming Library Kit # 1

**From:** 12:00am Wednesday, December 27, 2023

**Until:** 12:00am Wednesday, March 27, 2024

You will receive an additional follow up email with the Library's decision.

To cancel this booking visit: <https://vtlib.libcal.com/equipment/cancel?id=cs7xEL3uA>

Thank you for using LibCall!

VTLIB staff will review the request, and will approve or deny within two business days. You will receive a follow-up email with the approval (or denial) of the reservation at that time.

Hi April,

The following has been approved:

**Item Information**

**Location:** VTLIB - Kits & Equipment

**Item:** The Welcoming Library Kit # 1

**From:** 12:00am Wednesday, December 27, 2023

**Until:** 12:00am Wednesday, March 27, 2024

To cancel this booking visit: <https://vtlib.libcal.com/equipment/cancel?id=csXIL3Jso>

Thank you for using LibCal!