

Dear Customer,

We have some exciting news for you!

For more than 50 years, the Metropolitan Library System has provided Oklahoma County with access to the most up-to-date materials, services and programs. One of those many services is providing safe and welcoming physical places to meet and interact with others. Our library spaces are used primarily for library programs and events, but when they are not needed for that purpose, they are available for public use. Our spaces can accommodate groups of all sizes to meet the diverse needs for business and community meetings, events, private individuals or groups, or just a quiet place to study.

We have listened to your suggestions and in response to your changing needs, we have updated our policies and enabled online room reservation requests to allow easier access to and use of our spaces. You will find fewer restrictions for using library spaces and a new fee structure that now offers discounts for using meeting rooms for extended periods of time.

Our new online reservations system will allow you to:

- See images and descriptions of all available library meeting spaces
- View availability of meeting spaces at all library locations
- Request a reservation for your event
- Receive notification via email about the status of your request

Our new policy will impact the way you use library meeting spaces. To give you time to become familiar with our updated policy, we are honoring all existing reservations taken prior to June 1, 2014 for events that occur through December 31, 2014. Reservations taken from June 1, 2014 forward will be made using the new policy.

Please take a moment to review the new policy and fee schedule. If you have questions about the new policy change, please call me at 405-606-3728 or email at cmcdaniel@metrolibrary.org.

Thank you for your continued support of the Metropolitan Library System. We look forward to serving you.

Sincerely,

Candace McDaniel, CMP
Headquarters Manager