CITY OF MOUNTAIN VIEW

Using the Library Events Calendar software
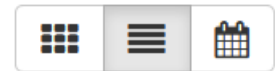
1. What is LibCal?

LibCal is the Library's new events calendar and study room reservation platform.

2. Where can I find the Library's events calendar?

The calendar can be accessed using this link: https://mountainview.gov/librarycalendar.

3. How do I change calendar views?

You have a choice of card view, day/list view, or monthly view. Click on the icon on the upper right corner to change views.

4. How do I search for a Library event?

Go to https://mountainview.gov/librarycalendar. You can browse by date, or search by event description. You can limit your searches by category and audience by using the filters on the sidebar. Use the *Category* filter to search by type of event, or the *Audience* filter to discover age-appropriate events. Category and audience filters can also be searched by clicking on them in the event description. To return to the full calendar, click *Clear All Filters*.
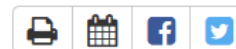
5. How do I find all of the dates of an event?

For recurring events, you now have an option to see all the upcoming dates. Go to the event page; click *Show More Dates* to view all of the dates scheduled for that event. When using the search bar for a specific event, the next upcoming event is displayed. Go to the event page to find other dates.

ESL Conversation Club

Are you learning or improving your spoken English? Come practice with us! Casual conversation and friendly company. All levels, everyone welcome. No registration required.

Date: Tuesday, July 31, 2018   📅 Show more dates
           Tuesday, August 7, 2018
           Tuesday, August 14, 2018
           Tuesday, August 21, 2018
           Tuesday, August 28, 2018

6. How do I print, share the event, or add it to my calendar?

On the event page, click the icons on the right top corner to print, add to calendar, or share in Facebook or Twitter.

7. How do I register for an event?

Some Library events require registration. Events that require registration will have a button that shows available slots or the date when registration starts. To register, click on the button and fill in and submit the form.

Registrations open at 12:00pm Wednesday, August 8, 2018   Register! - 2 seats left

8. How do I return to the main Calendar page?

Click *Library Events Calendar* at the top of the page to return to the main page.

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