

Booking Spaces for Scheduled Appointments with Patrons (Fall 2020)

Guidelines for conducting scheduled appointments with patrons in shared Library spaces are as follows:

Mode

- For the health and safety of library employees and patrons, remote research assistance is preferred and strongly encouraged wherever possible.
- In-person consultations should only be conducted when there is a specific need that cannot be met remotely and should be infrequent.
- All patron contacts should be recorded on the appropriate Desk Tracker form to enable accurate assessment mid-semester.
- There will be no walk-up research services; walk-up patrons should be directed to book appointments by contacting the appropriate unit/library/specialist.

Method

- Space bookings must be booked by library employees, patrons will not be allowed to book appointment spaces directly.
- If a unit cannot accommodate a request for an in-person appointment, they should reach out through their division to find someone to assist based on the subject specialty and/or material type. If no one from the division is able to meet with the patron, they can send a request for assistance through the Ask a Librarian email (reflib@library.illinois.edu).
- Units should establish consultation spaces in the Springshare LibCal/Spaces module for each individual space that will be available for consultations (step-by-step instructions included below).
 - For the Main Library, these spaces should be established under the “Main Library – Spaces for Appointments” location in LibCal/Spaces, which will help communicate when patrons are to be expected in the Marshall Gallery, and where they will be going.

Space Use

- We recommend a minimum of one (1) business day prior notice for booking spaces (i.e., no same-day bookings); individual units may set different requirements based on availability of spaces and staffing.
- Avoid booking back-to-back appointments in the same space. Each consultation space should remain un-booked for a minimum of 30 minutes after a consultation to allow for adequate cleaning time and time to escort patrons from the building.
- Patrons will be admitted to building entry areas no sooner than 10 minutes before a scheduled appointment; some patrons may be asked to wait outside if socially distant indoor waiting spaces are at capacity.
- If the library employee who has booked the appointment does not arrive on time, patrons will be asked to leave indoor waiting spaces 10 minutes after appointments are scheduled to start to make room for the next patron.
- Library employees are required to ensure unit and shared consultation spaces are cleaned after each use, following guidelines recommended by Library Facilities.
- Keys for the shared spaces in the Main Library can be signed out and picked up from room 230 Monday-Friday 9-3pm. If Lucretia is not in the office during those hours, Kaci will be in 246E and can get the key needed from room 230. The bookable rooms are available until 5 p.m. at the moment. Anyone having an appointment after 3 p.m. should pick up the key before 3 and return it the following morning.

Safety

- Appointments must follow Campus, Library, and CDC guidelines for health and safety, including PPE use. Anyone setting up an appointment **MUST** communicate this to the patron when booking the appointment. We suggest including the following language in your communication with patrons with whom you are scheduling an in-person appointment:
 - All in-person appointments will observe CDC social distancing guidelines and PPE requirements, include clean-up of spaces before and after consultations, and be conducted in accordance with space capacity restrictions. Patrons must demonstrate that building access permission has been granted by campus before being permitted access to Library buildings or spaces. When you come to the Library for your appointment, you will be asked to present your “Building Access Granted” status on the Safer Illinois app or via the boarding pass option.
- No patrons may be in Library spaces unescorted; library employees **MUST** remain with patrons throughout each researcher’s visit.
- Each building will have a pre-approved meeting space for entry and exit; library employees must meet patrons in these spaces, and escort them to the exit at the conclusion of each consultation.
 - When using appointment spaces in the Main Library, library employees will meet patrons in the Marshall Gallery and escort them to the appointment space; do not use any other entrances to the building, for entry or exit. Only patrons who have an appointment that can verified through LibCal/Spaces will be admitted to the building.
- Please read through the [Campus guidance on handling non-compliance](#) to review the provided scenarios on what to do if someone is not wearing a face covering, as required under campus policy.
- Library employees will not be expected to enforce the removal of individuals. Guidance is being on who to contact when people do not comply with the policy. This document will be updated as this information becomes available.
- Members of the campus community can report COVID-19 enforcement violations at <https://go.illinois.edu/COVID19-report>.

Instructions for setting up spaces in LibCal

Someone from the unit should have an account in LibCal or an account can be made using a unit’s resource email (for new accounts, please contact rmt@library.illinois.edu).

Log in to the U of I LibApps portal at: <https://illinois.libapps.com/libapps/login.php> - on the landing page you will see any of the LibApps modules that you have an account in. You can either click on LibCal and Spaces from that list or use the dropdown LibApps menu to choose LibCal.

LibApps Home

Welcome to your LibApps Dashboard! Access individual systems/apps from the My LibApps box below. Use the menu at the top of the page to customize your acc experience.

Hot Off The Presses!

COMMUNITIES Reimagined

SpringyNews | July 2020

My LibApps

Your account at University of Illinois at Urbana-Champaign has access to the following sites. For help, please contact the administrator(s) for this LibApps site: Tom Habing, Lisa Hinchliffe, Lisa Hinchliffe, Office of Information Literacy, John Laskowski, William Mischo, Megan Osuchowski.

Admin Interface	Site Domain	Level	Site ID
FAQ and Chat	faq.library.illinois.edu	Admin	5977
LibApps	illinois.libinsight.com	Admin	6719
LibCal and Spaces	uiuc.libcal.com	Admin	10033
LibStaffer	uiuc.libstaffer.com	Admin	14893

Springy News

From the main LibCal page, use the Admin pulldown menu to choose Spaces & Equipment.

Howdy Sara!

Springshare News

COMMUNITIES Reimagined

SpringyNews | July 2020

Spaces: Exchange settings need your attention!

The following Spaces were unable to connect to the linked Exchange Resource:

- 000C - Innovator Design Room with collaboration workstation

My Upcoming Events

No Events coming up!

Admin

- Customize
- System Settings
- Look & Feel
- Manage Accounts
- API
- Appointments
- Billing
- Calendars
- Hours
- Integrations
- Spaces & Equipment

For Spaces in the Main Library

The url for booking spaces in the Main Library is:

https://uiuc.libcal.com/reserve/main_appointmentspaces . This is for use by Library employees only – please do not give this out to patrons.

To add your space to this list, from the list of locations on the Manage Spaces & Equipment page, navigate to the listing for Main Library – Spaces for Appointments and click on the link in the Spaces / Seats column.

ID	Location	Access	Hours	Zones	Spaces / Seats	Equipment	Action
5903	Chemistry Library	Public	Manage Hours	-	2 Spaces / 0 Seats	-	Edit Add Photo Trash
3604	Funk ACES Library	Public	Manage Hours	-	6 Spaces / 0 Seats	-	Edit Add Photo Trash
8487	Funk ACES DNR Educator Resource Trunks	Public	Manage Hours	-	-	3 Items	Edit Add Photo Trash
3606	Grainger Engineering Library	Public	Manage Hours	5 Zones	25 Spaces / 211 Seats	-	Edit Add Photo Trash
5488	Grainger IDEA Lab	Admin-Only	Manage Hours	-	11 Spaces / 0 Seats	34 Items	Edit Add Photo Trash
5766	International and Area Studies	Private	Manage Hours	-	1 Space / 0 Seats	-	Edit Add Photo Trash
4773	Library Events Equipment and Swag (Main Stacks)	Private	Manage Hours	-	-	58 Items	Edit Add Photo Trash
3864	LocationMetadata	Private	Manage Hours	-	1 Space / 0 Seats	-	Edit Add Photo Trash
3608	Main Library Room 220 Collaboration Rooms	Public	Manage Hours	-	2 Spaces / 0 Seats	-	Edit Add Photo Trash
3474	Media Commons Pro-Gear Rental	Public	Manage Hours	-	1 Space / 0 Seats	19 Items	Edit Add Photo Trash
2598	Media Commons Loanable Technology	Public	Manage Hours	-	-	741 Items	Edit Add Photo Trash
3153	Music & Performing Arts Library	Public	Manage Hours	-	7 Spaces / 0 Seats	1 Item	Edit Add Photo Trash
3605	Social Sciences, Health, and Education Library	Public	Manage Hours	-	2 Spaces / 0 Seats	-	Edit Add Photo Trash
3152	Undergraduate Library	Private	Manage Hours	-	22 Spaces / 25 Seats	25 Items	Edit Add Photo Trash
8595	Media Commons Specialty Technology	Private	Manage Hours	-	-	44 Items	Edit Add Photo Trash
11073	Map Library Reading Room	Private	Manage Hours	-	1 Space / 0 Seats	-	Edit Add Photo Trash
11077	Main Library - Spaces for Appointments	Private	Manage Hours	-	6 Spaces / 0 Seats	-	Edit Add Photo Trash

On the Spaces & Categories page, click on Add New Space.

[General](#)[Hours](#)[Zones](#)[Spaces & Categories](#)[Equipment & Categories](#)[Email Templates](#)[Regular User Access](#)[Exchange/Outlook](#)[Back to Locations List](#)

Spaces represent the rooms and other areas available for booking. Spaces can be bookable as a whole (e.g. meeting rooms, study rooms, 3D printer space) and/or it can contain Seats which are bookable individually (e.g. Lounge Space with seating, Open study area with tables and chairs, Computer Lab with workstations).

Categories organize Spaces by type of the space or other similar attributes that are unrelated to the Space's physical location (e.g. Computer Lab, Lounge, Mediated Rooms). Categories can have their own booking restrictions.

[Add New Category](#)[Add New Space](#)[View Public Page](#)

Appointment Spaces (ID: 21163, VIS: Public)

Hourly Bookings with Booking Limit of 4 Hours

Use the options below to add and manage the spaces in this category. Click on the **Edit Category** button to manage the booking restrictions for these spaces.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Zone	Action
79927	IAS Room 309	✓	4	4	Active		Edit View Delete
79764	Room 106 - East wall	✓	2	2	Active		Edit View Delete
79765	Room 106 - North wall	✓	2	2	Active		Edit View Delete
79757	Room 106 - South wall	✓	2	2	Active		Edit View Delete
79930	Room 109	✓	2	2	Active		Edit View Delete
79768	Room 109b	✓	2	2	Active		Edit View Delete

Showing 1 to 6 of 6 entries

In the Add Space dialog box, enter a name for your space and use the dropdown menu next to Category to choose Appointment Spaces (leave the Zone dropdown as is). Choosing the Appointment Spaces category is important as it will ensure that appointments in your spaces will be grouped with the others in the Main Library building for simple view and export by those working in the Marshall Gallery entry point. This category also has settings integrated such as customized booking form questions and confirmation email message. Click Save & Continue.

Appointment Spaces

Appointment Spaces

Room Bookings

Spaces

Equipment

Stats

Admin

Add Space

Subscription level: 100 spaces. Currently using 87. Contact sales@springshare.com to increase your subscription allowance.

Name

Zone

No Zone

Category

Appointment Spaces

Save & Continue

Cancel

[Edit Space: Room 109b](#) [Main Library - Spaces for Appointments » Appointment Spaces](#)

General

Details

Seats

Billing

Status

Exchange

Back To Spaces & Categories

Name ⓘ

Room 109b

Location ⓘ

Main Library - Spaces for Appointments

Zone ⓘ

Not assigned to any Zone

Category ⓘ

Appointment Spaces

Type Of Space ⓘ

☒ Bookable as a whole (e.g. study room, meeting room)

☐ Container space with seats (e.g. computer lab, lounge area)

Accessible ⓘ

☐ This is an accessible space.

Is Child/Partial Space ⓘ

No

Friendly URL ⓘ

To assign a Friendly URL to this space you must first set a Friendly URL for the parent category (Appointment Spaces).

Current Capacity ⓘ

2

Maximum Capacity ⓘ

2

Directions ⓘ

General

Details

Seats

Billing

Status

Exchange

Back To Spaces & Categories

Booking Form ⓘ

None (Just use Category Booking Form)

Image URL

Launch Image Manager

Description

StylesFormatFontSizeA-ABBIUSIx✂️📄🔍🖨️↶↷

☰☲☳☴⋮⋯⌵⌶⌷⌸∞🔄🚩🖼️🗒️🗑️Ω🔗🔗Source

This space is located adjacent to the first floor Information Desk. It includes a flatbed scanner (formerly located in the Scholarly Commons) and a computer workstation.


Intro text for the item.

If you do not set hours for your space, the booking calendar will show the default hours that are set for the Main Library – Appointment Spaces location. To see these hours, click on the Hours tab.

The screenshot shows the LibCal interface with the 'Hours' tab selected and circled in red. The page title is 'Location: Main Library - Spaces for Appointments'. Below the tabs, there is explanatory text about spaces and categories, and buttons for 'Add New Category', 'Add New Space', and 'View Public Page'.

On the hours page, hover your cursor on the eye icon next to Main Library Appointments – Fall to see hours set for the location. To add specific hours for your space bookings, click on Add Hours For Item/Space and follow the steps in the Add Hours section of this document.

Opening Hours

Start	End	Template
Monday, August 24, 2020	Friday, December 18, 2020	Main Library Appointments - Fall 
+ Add Date Range		

For Spaces outside of the Main Library

If there is not currently a location listed for your library, on the Manage Spaces & Equipment page, click on Add New Location.

The screenshot shows the 'Manage Spaces & Equipment' page with the 'Locations' tab selected. A red arrow points to the 'Add New Location' button. The page includes explanatory text about locations and spatial attributes, and a button for 'Re-Order Location List'.

In the Add Location dialog box, enter the name for your location. Click Save & Continue.

Add Location

Locations represent physical buildings and are the foundation for booking spaces/seats & equipment. Create multiple locations for different branches or different libraries on campus. Each location has its own hours, spaces/seats, equipment inventory, and categories of spaces & equipment.

Location Name

Save & Continue

Cancel

On the Location page, choose the Private access setting. Click Save Location Settings, then click on Spaces & Categories.

Location: Main Library - Spaces for Appointments

General

Hours

Zones

Spaces & Categories

Equipment & Categories

Email Templates

Regular User Access

Exchange/Outl

Use this page to configure the general settings for this location, including its name, access level, friendly URL, terms & conditions and more. The settings you select her equipment at this location.

Location Name

Main Library - Spaces for Appointments

Access

☐ Public - Displayed in all menus and lists.

☒ Private - Hidden from the public and in all menus and lists. Patrons must know the URL to gain access.

☐ Admin Only - Not accessible at all by patrons.

If your library already has a location in LibCal, from the Manage Spaces & Equipment page, click on the Edit Location icon in the Action column.

ID	Location	Access	Hours	Zones	Spaces / Seats	Equipment	Action
5903	Chemistry Library	Public	Manage Hours	-	2 Spaces / 0 Seats	-	Edit Home Add Delete
3604	Funk ACES Library	Public	Manage Hours	-	6 Spaces / 0 Seats	-	Edit Home Add Delete
8487	Funk ACES DNR Educator Resource Trunks	Public	Manage Hours	-	-	3 Items	Edit Home Add Delete
3606	Grainger Engineering Library	Public	Manage Hours	5 Zones	25 Spaces / 211 Seats	-	Edit Home Add Delete

On the Location page, click on Spaces & Categories.

Location: Main Library - Spaces for Appointments

General

Hours

Zones

Spaces & Categories

Equipment & Categories

Use this page to configure the general settings for this location, including its name, access level, frie equipment at this location.

Adding a new space to your location:

If your location does not yet have any spaces, you will need to add a category first. If your location does have existing spaces, you may want to add a category for appointment spaces for purposes of organization. To do that, click on Add New Category.

General Hours Zones **Spaces & Categories** Equipment & Categories

Spaces represent the rooms and other areas available for booking. Spaces can be bookable as : (e.g. Lounge Space with seating, Open study area with tables and chairs, Computer Lab with wo

Categories organize Spaces by type of the space or other similar attributes that are unrelated to restrictions.

Add New Category Add New Space View Public Page

Enter a name for the category and click Save & Continue.

Add New Space Category

Categories determine the type of Spaces (e.g. Computer Labs, Lounge Areas, Mediated Spaces, Study Rooms, etc. - these are common Categories). Each Category has a booking form and defines the booking restrictions of the Spaces within the Category. Enter the Name of the new Category and then click 'Save & Continue' to customize and add Spaces to the Category.

Category Name

Save & Continue Cancel

Change the Access level to Private.

General **Booking Limits** Email Templates Billing Google Calendar Sync [Back To Spaces & Categories](#)

Use the options below to customize this category's general settings. These settings will apply to all bookings made in this category.

Category Name *i* Appointment Spaces

Category Type *i* Space Bookings
This setting cannot be changed once a category has been created.

Access *i*

☐ Public - Displayed in all menus and lists.

☒ **Private** - Hidden from the public and in all menus and lists. Patrons must know the URL to gain access.

☐ Admin Only - Not accessible at all by patrons.

We have set up a booking form that asks for the basic information needed for appointments with patrons (name, email, unit, and phone number of library employee booking the appointment as well as the name of the patron). If that is appropriate for your purposes, you can choose it – Appointment Spaces – Fall 2020 – from the dropdown list. Click on Save Category Settings.

Custom Booking Form Questions ⓘ
Appointment Spaces - Fall 2020

Seat/Space Check Out Survey ⓘ
This location does not have seat/space check in enabled. To enable the (

Mediation ⓘ
☒ Patron bookings are immediately confirmed.
☐ Patron bookings require manual approval by nominated mediators.

Public Nicknames ⓘ
☒ Disabled
☐ Enabled

Save Category Settings

If you want to set up your own form, you can find step-by-step instructions in SpringShare's help [article on booking forms](#).

Once you have a category, to add a new space, on the Spaces & Categories page, click on Add New Space.

General
Hours
Zones
Spaces & Categories
Equipment & Categories
Email Templates
Regular User Access
Exchange/Outlook
Back to Locations List

Spaces represent the rooms and other areas available for booking. Spaces can be bookable as a whole (e.g. meeting rooms, study rooms, 3D printer space) and/or it can contain Seats which are bookable individually (e.g. Lounge Space with seating, Open study area with tables and chairs, Computer Lab with workstations).

Categories organize Spaces by type of the space or other similar attributes that are unrelated to the Space's physical location (e.g. Computer Lab, Lounge, Mediated Rooms). Categories can have their own booking restrictions.

Add New Category
Add New Space
View Public Page

Appointment Spaces (ID: 21163, VIS: Public)
Hourly Bookings with Booking Limit of 4 Hours

Use the options below to add and manage the spaces in this category. Click on the **Edit Category** button to manage the booking restrictions for these spaces.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Zone	Action
79927	IAS Room 309	✓	4	4	Active		
79764	Room 106 - East wall	✓	2	2	Active		
79765	Room 106 - North wall	✓	2	2	Active		
79757	Room 106 - South wall	✓	2	2	Active		
79930	Room 109	✓	2	2	Active		
79768	Room 109b	✓	2	2	Active		

Showing 1 to 6 of 6 entries

In the Add Space dialog box, enter a name for your space and use the dropdown menu next to Category to choose the category you have created for appointment spaces (leave the Zone dropdown as is unless you have implemented zones in your location). Click Save & Continue.

Add Space

Subscription level: 100 spaces. Currently using 87. Contact sales@springshare.com to increase your subscription allowance.

Name

Zone
No Zone

Category
Select Category

Save & Continue
Cancel

Edit Space: Room 109b Main Library - Spaces for Appointments » Appointment Spaces

Use the options in the **General** and **Details** tabs to customize information about this resource. If you need to prevent this resource from being booked, use the options under the **Status** tab.



[General](#) | [Details](#) | [Seats](#) | [Billing](#) | [Status](#) | [Exchange](#) | [Back To Spaces & Categories](#)

Booking Form ⓘ
None (Just use Category Booking Form)

Image URL
 Launch Image Manager

Description

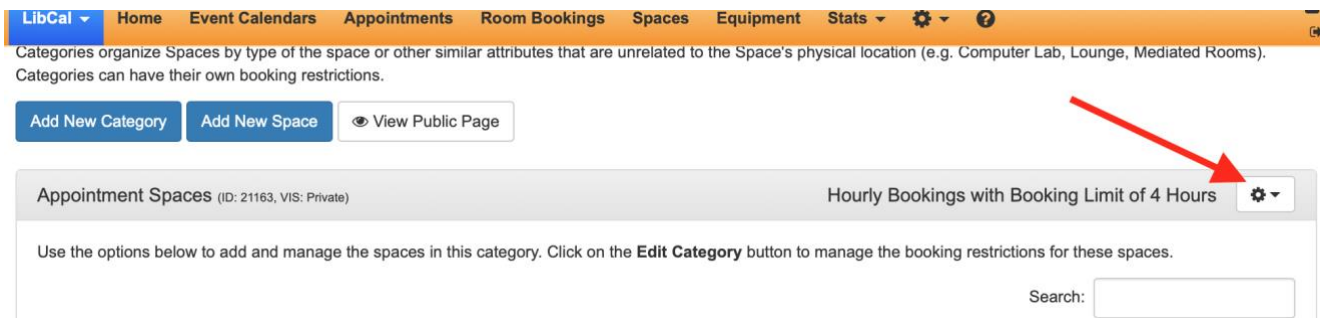
StylesFormatFontSizeA-ABBIU-SI_x✂️📄🗑️🔒🔓⬅️➡️

☰☶☳☱|¶=::↵⇐⇨“”◊🌐🏠🖨️📧Ω🔄🕸️🔗Source

This space is located adjacent to the first floor Information Desk. It includes a flatbed scanner (formerly located in the Scholarly Commons) and a computer workstation.

Intro text for the item.

In the Main Library we've customized the booking confirmation message to include a reminder to pass along the safety requirements for entry to Library buildings to the patron (first bullet point under "Safety" at the top of this document). To incorporate this into your confirmation message, click on the settings wheel icon at the corner of your spaces list and choose Edit Category.



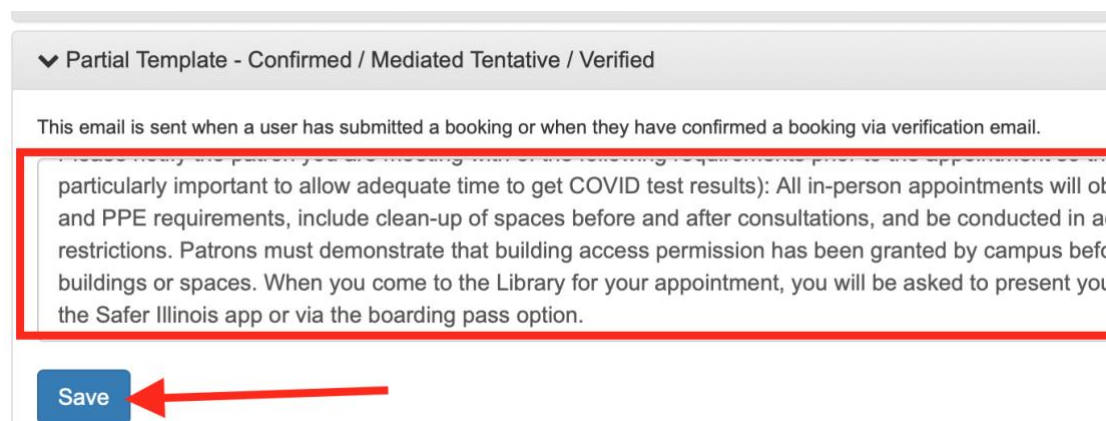
On the Edit Category page, click on Email Templates.



Click on the > next to the template for Confirmed/Mediated Tentative/Verified to open the text box. You may also want to add the same text to the template for the Reminder message.

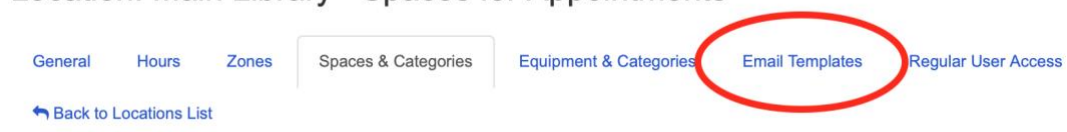


Paste the text into the box and click the Save button.



Exit the Edit Categories page by clicking on Back to Spaces & Categories. From the Spaces & Categories page, click on Email Templates.

Location: Main Library - Spaces for Appointments



Click on the > next to the email templates that correspond to the ones you added text to in the prior step in the Edit Category page. In these templates, look for the {{{CATEGORY}}} tag. If it's there already, you can move it around to the place that makes most sense to include the safety information (we put it right at the top, after the greeting). If the tag is not there you can add it in at the chosen spot.

▼ Confirmed / Mediated Tentative / Verified

This email is sent when a user has submitted a booking or when they have confirmed a booking via verification email. If mediation is enabled, the {{{MEDIATED_ROOM_TIMES}}} tag is used to display information about the resource's mediation.

Subject

Your booking has been {{{#MEDIATED_ROOM_TIMES}}}submitted

Body

Hi {{{FIRST_NAME}}},

{{{CATEGORY}}}

The following bookings have been
{{{#MEDIATED_ROOM_TIMES}}}submitted{{{/MEDIATED_ROOM_TIMES}}}
{{{^MEDIATED_ROOM_TIMES}}}confirmed{{{/MEDIATED_ROOM_TIMES}}}:

BOOKING ID

Available Email tags:

{{{FIRST_NAME}}} = First Name
{{{LAST_NAME}}} = Last Name
{{{BOOKING_ID}}} = The Booking ID/Resource ID
{{{BOOKING_TIMES}}} = Item Name, Time & Dates
{{{MEDIATED_ROOM_TIMES}}} = Mediation Name, Time & Dates
{{{COST}}} = The amount paid for the booking
{{{CONFIRM_URL}}} = The confirmation URL
{{{ROOM_DIRECTIONS}}} = The directions to the room
{{{FORM_FIELDS}}} = Include Booking Information fields/responses
{{{TERMS_CONDITIONS}}} = The Terms & Conditions
{{{CATEGORY}}} = The category's email template name
{{{CHECK_IN_CODE}}} = The code to be used for check-in

Click the Save button.

To cancel this booking visit: <https://uiuc.libcal.com/equipment/cancel?id=abc123>

Save

Restore Default Template

If you do not set hours for your space, the booking calendar will show the default hours that are set for the location. To see these hours, click on the Hours tab and hover your cursor over the eye icon in the Opening Hours section. Hours also may be linked to opening hours set in LibCal for your library. You can find these under Hours in the Admin dropdown menu.

Opening Hours

Start	End	Template
Monday, August 24, 2020	Friday, December 18, 2020	Main Library Appointments - Fall
+ Add Date Range		

Adding hours for your space:

In order to add hours for your space, you will need to have an hours template set up to use for this purpose. You can see the details of existing templates by clicking on the Hours Templates tab from the Manage Spaces & Equipment page. If you do not have an appropriate hours template, you can set one (or more) up by following the step-by-step instructions in [the SpringShare hours template set up guide](#).

Manage Spaces & Equipment

Locations

Hours Templates

Booking Forms

Equipment Inventory

Settings

Banned Users

Fine Templates

Finalize Room

Locations represent physical buildings and are the foundation for booking spaces/seats & equipment. Create multiple locations for different branches or different libraries/seats, equipment inventory, and categories of spaces & equipment.

When defining Spaces/Seats within a Location, there are 4 levels of spatial attributes to consider and define: Location (e.g. the building) > Zones (e.g. floors in a building) > Spaces within a Zone (Rooms, Lounges, Seating areas) > Seats inside a space.

Categories determine the type of Space (e.g. computer lab, lounge, meeting or study room) and type of Equipment to lend.

Add New Location

Re-Order Location List

Once you find or create an appropriate hours template, in the Hours tab for your Location, click on Add Hours For Item/Space.

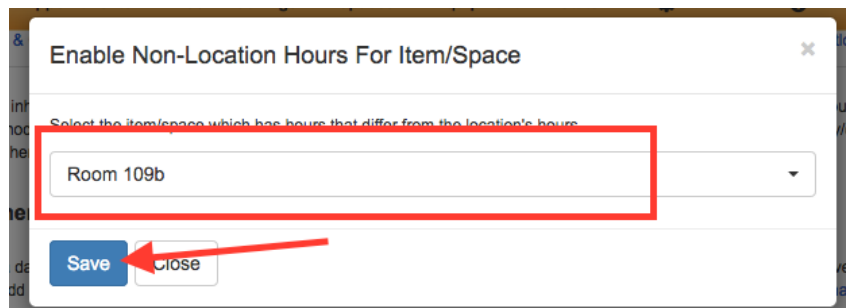
Specific Category and Item/Space Hours

Any Category or Item/Space within this location can have its own hours which differ from the main location hours. Seats will inherit the hours

Add Hours For Category

Add Hours For Item/Space

In the Enable Non-Location Hours dialog box, choose your space from the dropdown list and click Save.



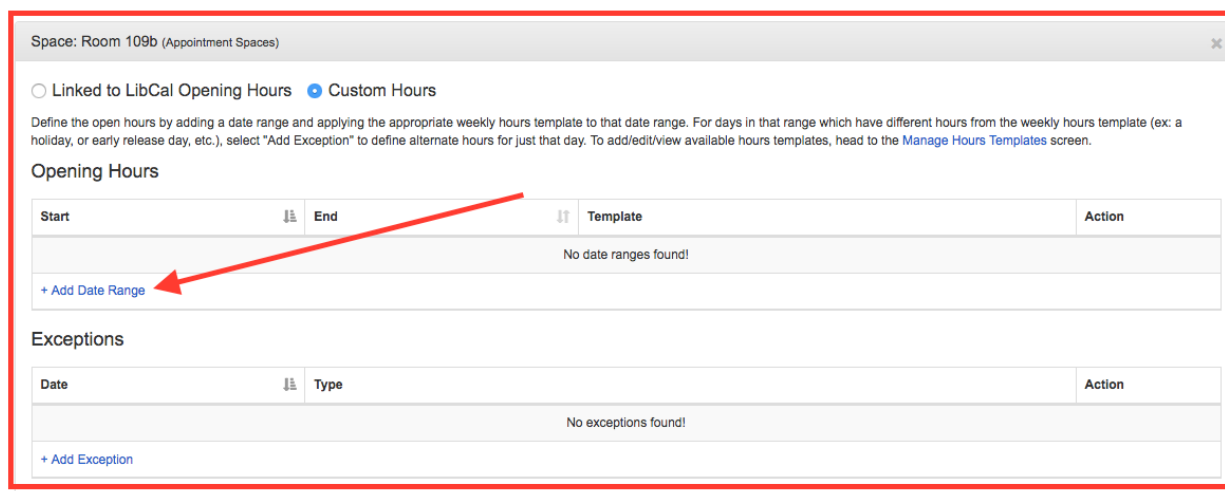
An additional box will appear on the Hours page for your space. To add hours, click on Add Date Range.

Specific Category and Item/Space Hours

Any Category or Item/Space within this location can have its own hours which differ from the main location hours. Seats will inherit the hours of the space in which they are located. Define custom hours below.

Add Hours For Category

Add Hours For Item/Space



In the Add Date Range dialog box, enter a date range (likely the Fall semester dates) and choose the appropriate template from the dropdown list. Click the Add Date Range button to save.

Add Date Range

Select a date range and choose the hours template to apply to that range - this defines when this location is open and available for booking. View/edit hours templates from the [Manage Hours Templates](#) screen.

Date Range

Monday, August 17, 2020 - Wednesday, February 17, 2021

Template

Break

Monday: 9:00am - 5:00pm

Tuesday: 9:00am - 5:00pm

Wednesday: 9:00am - 5:00pm

Thursday: 9:00am - 5:00pm

Friday: 9:00am - 5:00pm

Saturday: Closed










Sunday: Closed

Add Date Range

Cancel

Viewing and Linking to the Booking Calendar for your Space

To view the booking calendar for your space, from the Spaces & Categories tab for your location, click on the eye icon in the Action column for your space.

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Zone	Action
79927	IAS Room 309	✓	4	4	Active		  
79764	Room 106 - East wall	✓	2	2	Active		  
79765	Room 106 - North wall	✓	2	2	Active		  

You can then copy the url from that page and use it for booking.

There are many other things that can be set in LibCal/Spaces. We have outlined the basics we’ve identified as necessary to set up a space for appointments. If you would like to go further with customization for your space, we recommend you consult the [extensive LibCal documentation](#) via Springshare’s help site.