Linscheid Library
LibCal Room Bookings Procedures

Important Policy Items:

- Anyone can reserve the room. ECU people do not have precedence.
- Groups do have priority over individuals.
- Time slots are 30 minutes.
- Four bookings per user per day are allowed (2 hours total).
- Bookings can occur up to one week in advance to right before the time slot.
- Cancellation can occur right up to reservation time.
  - Cancel (delete) the booking if the group is more than 10 minutes late.
- Library staff can override all limits using the manual booking option.

Public View: [http://ecok.libcal.com/booking/groupstudy](http://ecok.libcal.com/booking/groupstudy)

1. Schedule by clicking on date and then on any green slot. All questions are required. Can book multiple slots at once by clicking on one and then on the other.
2. User should receive a confirmation email.
3. The confirmation email contains a link to cancel the booking. If someone booked multiple slots at the same time, they also have to cancel all slots at the same time.

Staff View

Login to LibCal and go to the Room Bookings section. Staff should be logged in during Reference shifts. Stay on the Room Availability Tab.

1. Viewing Bookings
   a. Click on the slot to see who has it scheduled or click on “Print” or “Excel” to view the day’s bookings.

2. Manual Bookings
   a. To book a slot for someone click on “Add Booking” in the lower-right corner.
   b. Fill out all questions, including those under the “Enter Optional Form Details” Link.
   c. Depending on the circumstances, you may or may not decide to select the checkbox to send the patron a confirmation email.
   d. The slot turns pink when you have booked it.
3. Marking a Slot “Showed Up”
   a. Look in the room to see if a group is in there.
b. Click on the slot and mark the “User Showed Up?” checkbox.
c. The time slot is now striped rather than solid.

4. Adding Notes
   a. Add notes to the booking according to the LibCal Notes Codes document. You may
      add notes that are not listed in the Notes Codes document.
   b. Click on the booking and then click the “Notes” icon.
   c. Be sure to include your name in the note.

5. Editing a Booking
   a. You may need to edit the details of a booking if, for instance, a typo was made in the
      booking form or additional people joined the group.
      i. Click on the booking.
      ii. Click the “Edit Booking” button.
      iii. Edit the booking as necessary and click the “Update Booking” button when
           finished.
   b. You may need to edit the booking times if a group wants to extend their reservation.
      Another occasion when you might use this feature is if you realize that a group has
      been using the Group Study Room for some time without booking it. In this case,
      you would create a reservation for the current time and then edit the booking time
      to include the previous time slot(s).
      i. Click on the booking.
      ii. Click the “Edit Booking” button.
iii. Make note of the booking details, particularly the time, departmental affiliation, and the number of people in the group, as these details will not be saved.

iv. Click the “Change Date & Time” button.

v. Click the check boxes next to the appropriate times. The previously input times are not saved, so be sure to select all time slots reserved by the group.

vi. Re-input the departmental affiliation and the number of people in the group.

vii. Click the “Update Booking” button when finished.

6. Deleting

a. Delete a booking if a group hasn’t shown up by 10 minutes into the time slot, if a group told you that they no longer needed the reservation, or if a group left a full time slot prior to the end of their booking.

b. Click on the slot and add any applicable code to the Notes section. Be sure that your note matches the codes in the LibCal Notes Codes document exactly.

c. Click “Delete Booking” or “Delete All,” depending on the situation. “Delete All” will only appear if the patron booked two or more time slots.

The Bookings Explorer tab may be used if you need to search for a particular booking. For instance, a student may only know that his club is meeting next week and that it was booked under Mike Smith’s name. You can search for “Mike Smith” in the particular date range under Bookings Explorer.