Reserving AIC, CIC, and Wats 419 on LibCal

You should have received a note that an account has been created for you which you will need in order to reserve a room on one of the three calendars. We are limited to 50 accounts and we’re pretty close to using all of them. If someone without an account needs to reserve a room, send a note to liblabreserve@ku.edu.

The URL to LibCal: https://libcal.com/login.php?iid=647

On the welcome page, you will see a list of your future classes (up to 10) under “My Upcoming Events.”

We will be using the “Calendars” tab to reserve the rooms.

View All includes “events” scheduled in all three labs.

<table>
<thead>
<tr>
<th>ID</th>
<th>Modify/View Calendar</th>
<th>View All (Multi calendar view)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4080</td>
<td>Anschutz Instruction Center, Anschutz Library (AIC)</td>
<td></td>
</tr>
<tr>
<td>1328</td>
<td>Clark Instruction Center, Watson Library</td>
<td></td>
</tr>
<tr>
<td>4081</td>
<td>Watson Training Lab (Watson 419)</td>
<td></td>
</tr>
</tbody>
</table>

To actually see the location of scheduled events, hover over the entry title.

To schedule an event, you need to go the lab calendar and click on +Add New Event.
On the “Add New Event” page, you can see a list of “Upcoming Events” for the lab (up to 10), plus a calendar where you can also view what times are available. Dates that are shaded on the calendar indicate an event has been scheduled on that date. Click on the date to identify the time scheduled.

**To Add New Event or class, please fill in:**

1) Date
2) Start time
3) End time
4) Title
5) Optional: brief description
6) REQUIRED: Location. Even though you are in the calendar labelled with the name of the lab, you will be required to select the lab.
7) **ABSOLUTELY REQUIRED:** Click on Check Availability especially if you have not checked the calendar to see if a time is available. This will tell you if your selection clashes with another event.
8) Event organizer
9) Optional: Presenter; category; color; internal note
10) Optional: LibCal does have a registration option if you wanted to use.
11) Click on Add Event. This will not tell you if your event clashes with another event. Everything comes up successful. That is why #7 is important.

Modifying or Deleting event:
- If you need to delete or modify the event, go to the appropriate calendar and click on the event. The following screen will allow you to make changes.

  Modify Event  Copy Event  Delete Event

- Please use this feature if you need to change the date and/or time.

GUIDELINES for usage:
- As with the previous system, please don’t schedule time for setup and breakdown times. If you need to check software, etc., do it when the lab is open.
- Schedule times on the hour or half hour.
- Please do not schedule more than one room for a class session if timing is uncertain.
- Remember our policy on usage of these library labs which is mainly intended for our use. If a non-library person asks about using these rooms including Watson 302, please refer them to the policy http://lib.ku.edu/sites/lib.ku.edu/files/docs/classroom-reservations/room-use-policy-rev_2014.pdf. If any questions, please send a note to liblabreserve@ku.edu or consult with Amy or Brian.
- If there are conflicts, please send a note to liblabreserve@ku.edu. Amy and/or Brian will respond and help you.

Statistics:
- If you want to locate when and how many sessions you have scheduled, click on Calendars which takes you to the Calendar Index. Click on “Event Explorer” by one of the three instruction labs. Indicate the time period and select the event organizer.

Event Explorer: Clark Instruction Center (CIC), Watson Library
Search and display your Event data.

Event Explorer - Clark Instruction Center (CIC), Watson Library
From: 2014-06-01  To: 2014-08-31
Title Search:  OR: Patron Search:
Event Organizer: Judith Emde  Presenter: All Presenters
Category: All Categories  Display Registration details: No
Location: All Locations

Library staff scheduling “workshops”:
- If the workshop is to be listed on the University Workshop Calendar http://apps.ku.edu/~infotrain/, and the workshop will be in the AIC, CIC, or Watson 419, please add the event first in LibCal.
- Next step, is to proceed as you normally would, reserving in the LMS.

Updated July 2014 – Judith E.