

ROOM BOOKINGS

VIEW DETAILS FOR AN EXISTING ROOM

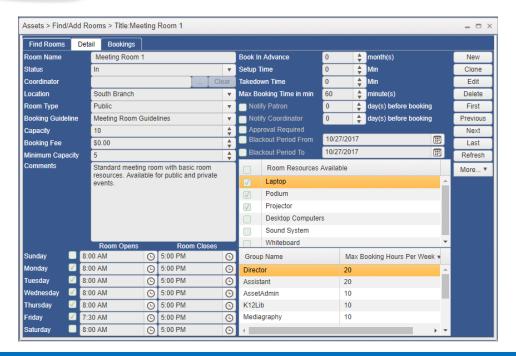
Rooms can be added into the ILS with their room capacity. The system tracks usage using assets circulation features.

- 1. Go to Assets > Find/Add Rooms.
- 2. Enter search criteria.
- 3. Click Find and double click the room details you want to view or select it and click the Detail tab.

CREATE A NEW ROOM

- Go to Assets > Find/Add Rooms.
- 2. Click New.
- 3. Enter the information for the new room including:
 - 3.1. **Title:** The name of the room.
 - 3.2. Coordinator: The staff member that receives notifications about this room's bookings
 - 3.3. Room Type: Will determine if visible for certain patron groups or no one on OPAC
 - 3.4. Room Guidelines: The guidelines for room use; is visible on OPAC (to be setup in Assets > Room Booking Guidelines)
 - 3.5. **Capacity:** Maximum amount of people for the room.
 - 3.6. **Booking Fee:** Input amount if there is a fee associated with booking the room.
 - 3.7. Comments: Enter any notes which pertain to the room; is visible on OPAC as Room Description
 - 3.8. **Approval Required:** When selected will send notification to **Alerts > Room Booking** about new room bookings
- Room Location and Room Resources Available can be setup in Administration > System Setting > Parameters.
- 5. The number of times a patron in a patron group may book a room per week can also be set. For example, set to "0" to not allow a patron to book the room; or set to "10" to allow the patron in a patron group to book the room 10 times per week maximum.
- 6. Click Save.





DELETE A ROOM

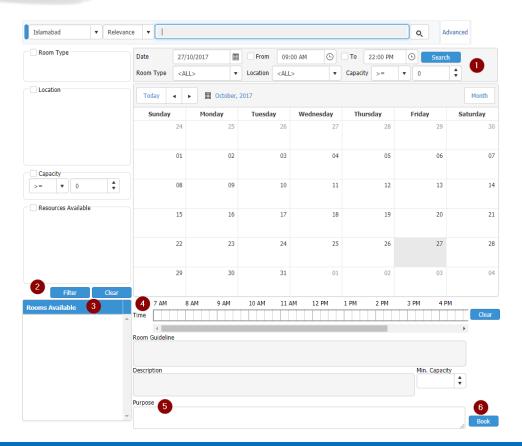
- 1. Go to Assets > Find/Add Rooms.
- 2. Enter search criteria and click Find.
- 3. Double click the selected item or select item and click the **Detail** tab.
- Click Delete.
- 5. Click **Yes** to confirm the deletion.

ROOM BOOKING IN OPAC

Patrons must be logged in to the OPAC to use the room booking feature.

- 1. Go to My Account > Booking > Room Booking.
- 2. Choose search criteria and select **Search** to view openings on calendar.
- 3. Use the filters on the left-side to narrow the search.
- 4. Select room under Rooms Available.
- 5. Click the Time scale to select start time, move mouse to fill-in time needed, and click again to select end time.
 - 5.1. Green/Blue: Time you booked
 - 5.2. Red: Unavailable
 - 5.3. Grev: After hours
 - 5.4. White: Available
- 6. Type in the reason for the room booking in the **Purpose** textbox.
- 7. Click Book.



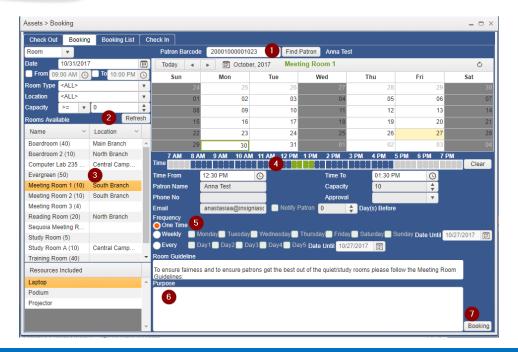


ROOM BOOKING IN ILS

Rooms can also be booked in the ILS by going to Assets > Booking.

- 1. Go to Assets > Booking.
- 2. From the dropdown menu at the top left, select **Room**.
- 3. Scan the patron barcode into the field or click Find Patron to search for the patron.
- 4. Select search criteria and click Refresh.
- 5. Select the room to be booked from the Rooms Available list.
- 6. Click the Time scale to select start time, move mouse to fill-in time needed, and click again to select end time.
- 7. Select the frequency of the room booking if applicable.
- 8. Type in the reason for the room booking in the Purpose textbox.
- 9. Click Booking.





My Room Booking

Room bookings that patrons make can also be managed in the OPAC in **My Account > Booking > My Room Bookings**.

- 1. **Delete:** Deletes the room booking.
- 2. **Edit:** Allows the patron to edit the room booking Date and Time. It will not change the room or any other room booking details.
- 3. **New Booking:** Brings the patron to the full room booking form on the OPAC.

