

INTERACTIVE POLL

- I'm new to using LibCal
- I've been using LibCal v1
- I'm already using LibCal v2

INTRODUCTION TO LIBCAL

VERSION 2

ABOUT LIBCAL

- What is it?
 - LibCal is an easy to use calendaring and event management platform for libraries.
 - Usage: 1,600+ libraries worldwide
 - Key Features:
 - Manage online calendar of events
 - Offer room bookings online
 - Manage the opening hours for various locations.
- Getting free LibCal...
 - <http://www.springshare.com/free.html>
- What is included in free version – 3/3/3 Tier Model
 - 3 Calendars
 - 3 Room Booking
 - 3 Schedulers
 - 1 Hours Module

LEARNING OBJECTIVES

- ✓ Able to describe features that are available in your free LibCal account
- ✓ Demonstrate awareness of how to create the following:
 - ✓ Calendar & Events
 - ✓ Room Bookings
 - ✓ Appointments
- ✓ Understand administrator features such as statistics and hours module.

WHAT'S NEW IN VERSION 2

- Room-Bookings including a new Room-Bookings widget, LDAP/Shibboleth/CAS Authentication, room capacity, and more!
 - Authentication functionality **not** available for 3/3/3 for free subscribers.
- My Scheduler multi-scheduler options, customizable registration forms, and automated emails!
- General system features such Bootstrapping, language options, homepage customizations, and more!

SINGLE SIGN-ON

Single Sign-on for all v2 apps

Email

Password

Log Into LibApps

[Reset Password?](#) | [Login FAQ](#)

Cookies must be enabled.
Browser Support: Chrome, Firefox, Safari, IE9+

Sign in page for all Springshare LibApps:

-  LibGuides
-  LibGuides CMS
-  E-Reserves
-  LibAnswers
-  LibChat
-  LibAnalytics
-  LibCal
-  LibStaffer

LIBCAL TOOLBAR

LibCal ▾ Home Calendars My Scheduler Room Bookings Stats ▾ ⚙ Admin ▾ ? Help

sduangudom@waketech.edu
🔒 Logout

CALENDARS

Event Calendars with Event Management

- Create calendars of events & handle registrations via a point-and-click interface
- Create custom event sign-up forms and manage & email registrants
- Use our Calendar Widgets to embed Calendars & Events into any webpage
- Feed calendar events into Outlook, Yahoo or Google Calendars, and more

Monday	Tuesday	Wednesday
30 1:30pm - 2:30pm Upgrading from LibGuides to LibGuides CMS	1 10:30am - 12pm Guide Basics (Basics Part 1)	10:30am - 11:30am Guide Basics (Basics Part 2)
7 11am - 12:30pm LibAnswers Basics: Answering Questions (Part 1)	8 11am - 12pm LibAnswers Basics: KB, Stats & Widgets (Part 2)	11am - 12pm LibAnswers Basics: LibChat (Part 3)
14 No Training- Columbus Day	15 11am - 12:30pm LibAnswers Admin: Organization & Access (Part 1)	11am - 12:30pm LibAnswers Admin: Setting Up (Part 2)
21 10am - 3pm LibAnalytics	22 10am - 3pm "NEW"	10am - 3pm "NEW"

A CLOSER LOOK: CALENDARS

Campus

February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2 2pm Bio 112 (Christie)	3 1pm HSE 123 (Harvel) 6:30pm ENG 112 (Lawrence)	4	5	6
7	8	9	10	11	12	13
14	15	16	17 12pm ACA 122 (Fussell)	18	19 11am ENG 111 (Ball) 2pm ENG 111 (Ball)	20
21	22 6:30pm ENG 112 (J. Price-O'Neil)	23 6:30pm COM 110 (Jones)	24	25	26	27
28	29	1	2	3	4	5

CALENDAR: ADDING EVENTS

Event Date/Time

Date *

2016-02-22

Start Time *

End Time *

All Day Event

This Event Repeats

Title & Event Info

Event Title * 

Event Description 

Rich text editor toolbar with options: Styles, Format, Font, Size, text color, background color, Bold, Italic, Strikethrough, Underline, Cut, Copy, Paste, Undo, Redo, Bulleted list, Numbered list, Decrease indent, Increase indent, Quote, Link, Unlink, Flag, Image, Table, Horizontal line, Spell check, Source.

« February 2016 »

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Upcoming Events:

[ENG 112 \(J. Price-O'Neil\)](#)

Mon, Feb 22, 2016 6:30pm

[COM 110 \(Jones\)](#)

Tue, Feb 23, 2016 6:30pm

[ENG 111 \(Bowden\)](#)

Wed, Mar 30, 2016 10:00am

[ENG 111 \(Bowden\)](#)

Wed, Mar 30, 2016 12:00pm

[ENG 111 \(Bowden\)](#)

Wed, Mar 30, 2016 1:00pm

[ENG 111 \(Bowden\)](#)

Fri, Apr 1, 2016 10:00am

[ENG 111 \(Bowden\)](#)

Fri, Apr 1, 2016 12:00pm

[Show All](#)

ROOM BOOKINGS

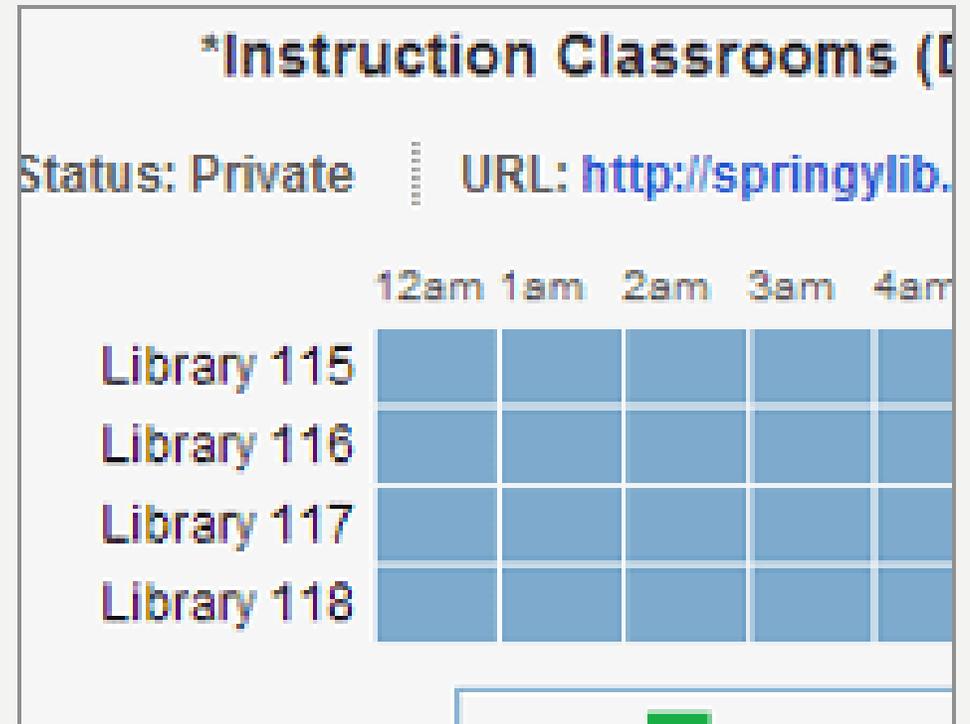
Online Room Bookings

- Create groups of rooms with custom registration forms & images of rooms
- Outline Terms & Conditions of room usage
- Auto-confirm or mediate bookings
- Enable mobile bookings with built-in QR Codes

***Instruction Classrooms (0**

Status: Private URL: <http://springylib.>

	12am	1am	2am	3am	4am
Library 115					
Library 116					
Library 117					
Library 118					



ROOM BOOKINGS: GROUP SETTINGS

Group Settings - Northern Wake Campus Library

General

Rooms

Restrictions

Email Templates

Google Calendar Sync

[Back to Groups List](#)

General Settings

Group Name

Northern Wake Campus Library

Visibility

Visible to everyone

Friendly URL

http://waketech.libcal.com/booking/ north

Booking Form

Group Study Room Request Form

Enable Public Nicknames

Yes

Public Nickname label

Group Name

Required?

Description

Styles

Format

Font

Size

A

A

B

I

S

I_x

✂

📄

📋

🗑

🗑

↶

↷

MY SCHEDULER

Staff Appointment Schedulers

- Enable patrons to schedule consultations & appointments with librarians!
- Build custom registration forms to collect background info before the appointment
- Embed your Appointment Scheduler into any webpage with LibCal widgets
- Feed appointments into Outlook, Yahoo or Google Calendars, and more

The screenshot displays the 'My Scheduler' interface. At the top, it says 'My Scheduler' and 'Set up your appointment time slots, then let LibCal accept and manage your 1 on 1 patron meetings!'. Below this are navigation links: 'My Appointments', 'Appointment Scheduler Settings', 'Google Calendar', 'Outlook/Exchange Calendar', and 'Widget/Embed Code'. The main area features a calendar grid for the week of Feb 21 - Feb 27, 2016. The grid shows time slots from 8am to 8pm. The current date, Monday, February 22, 2016, is highlighted. A yellow banner across the grid states 'No Appointments!'. A button labeled 'Set up My Availability Times' is visible in the top right corner of the grid area. At the bottom of the grid, there are 'Available' and 'Confirmed' status indicators.

A CLOSER LOOK: APPOINTMENTS

My Scheduler - Settings

Customize your appointment settings!

[My Appointments](#)

[Appointment Scheduler Settings](#)

[Google Calendar](#)

[Outlook/Exchange Calendar](#)

[Widget/Embed Code](#)

Appointment Settings

Appointment Duration

[30 minutes](#)

Sets the default Appointment Duration

Appointment Padding

[10 minutes](#)

Sets the default gap/padding between appointments

Advance Bookings

Users must book in advance by: [1 week](#)

Cancelling Bookings

Users can cancel up to: [0 hours prior](#)

Public Calendar

Restrict booking window to: [2 months](#)

Restricts how far in advance patrons can book

Appointment Form Settings

Name and Email are included by default and are required. A maximum of 10 questions are allowed.

1. **Name:***

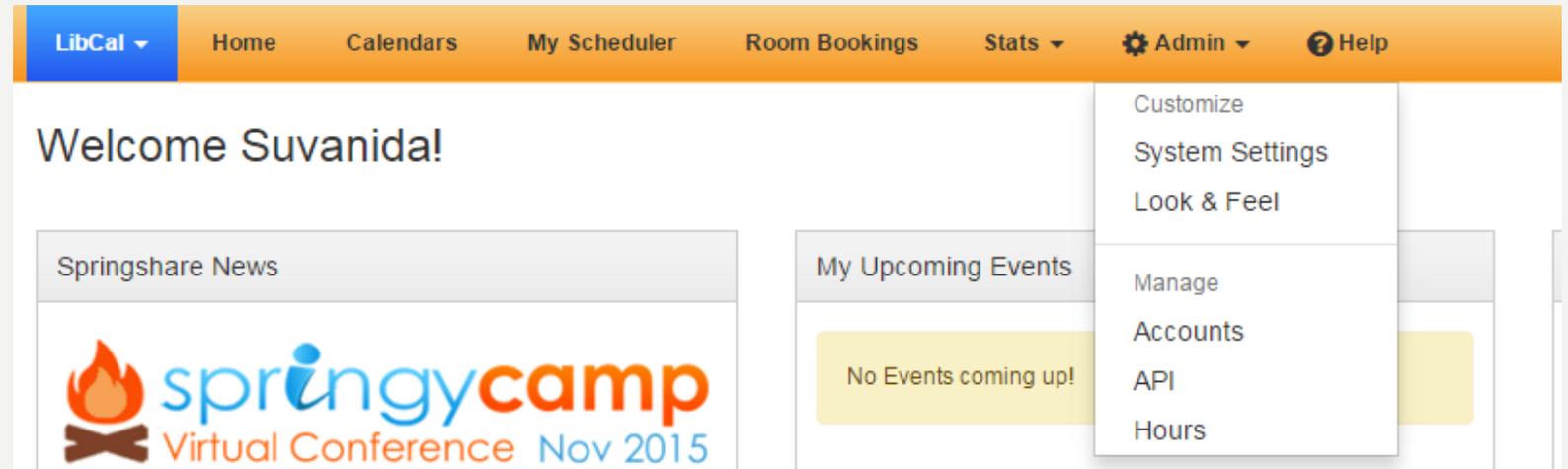
First Name

Last Name

2. **Email:***

ADMIN

- System Settings
- Look & Feel
- Accounts
- Hours



The screenshot displays the LibCal Admin interface. The top navigation bar is orange and contains the following items: LibCal (with a dropdown arrow), Home, Calendars, My Scheduler, Room Bookings, Stats (with a dropdown arrow), Admin (with a gear icon and a dropdown arrow), and Help (with a question mark icon). Below the navigation bar, the main content area is white. On the left, there is a "Welcome Suvanida!" message. Below this, there is a "Springshare News" section featuring the "springycamp" logo and the text "Virtual Conference Nov 2015". To the right of the news section, there is a "My Upcoming Events" section with a yellow box indicating "No Events coming up!". On the far right, the "Admin" dropdown menu is open, showing the following options: Customize, System Settings, Look & Feel, Manage, Accounts, API, and Hours.

ADMIN FEATURES

System Settings

Manage site-wide settings and properties.

System Settings Access Rules & Privacy Admin Alert Box Email Settings Language Options

▼ Institution Information

System ID	Site ID #4361, Customer ID #255	
System Subscription	Calendars: 20, MySchedulers: 20, Rooms: 20	
System Name	LibCal	The name for your system, e.g. LibCal, Library Events, Training Sessions etc.
Institution Name	Wake Technical Community College	The name of your institution, as you would like it to appear (e.g. "Campbell Library", etc.)
Institution URL	http://library.waketech.edu/	Link to your institution's website, when applicable.
Admin Email	sduangudom@waketech.edu	The email address of the primary administrator of the system.
Support Link / Email	sduangudom@waketech.edu	URL or email address where we should direct users for support.

▼ Date & Time Settings

Time zone [America/New_York](#) Your local time zone for your system.

Hours

Libraries Weekly Templates Widgets

Easy as 1, 2, 3, 4!

Step 1.



Create your standard Weekly Opening Hours, such as Semester Hours or Vacation Hours. These become your templates.

Step 2.



Create a Library or location that you want to manage Opening Hours for. Each library can contain departments, such as a Reference Desk, etc.

Step 3.



Map out your Opening Hours by applying your templates to a date range.

Step 4.



If you have unique times that don't match your template (usually Public Holidays, etc.), add them as Exceptions.

Define New Library

A Library is a site you want to manage Opening hours for, such as Main Library, Law Library, etc. Each Library can contain Departments, such as Reference Desk Hours or Special Collection Hours. You can create these after a Library is setup.

New Library:

Add Library

STATISTICS

- General
- Calendars
- Events
- My Scheduler
- Room Bookings
 - Overview
 - Per Room

The screenshot displays the LibCal web application interface. At the top, there is a navigation bar with the following items: LibCal (with a dropdown arrow), Home, Calendars, My Scheduler, Room Bookings, Stats (with a dropdown arrow), Admin (with a gear icon and a dropdown arrow), and Help (with a question mark icon). Below the navigation bar, the main content area features a welcome message: "Welcome Suvanida!". To the left, there is a "Springshare News" section with a logo for "springycamp Virtual Conference Nov 2015" and the hashtag "#springycamp". To the right, there is a "My Upcoming" section with a yellow box indicating "No Events". A dropdown menu is open over the "Stats" navigation item, listing the following options: General, Calendars, Events, My Scheduler, Room Bookings, Overview, and Per Room.

A CLOSER LOOK: STATISTICS

LibCal - Room Booking Statistics

This page will show detailed information about each 'Group' in Room Bookings.

Select Group Select Year [Get Stats!](#)

Northern Wake Campus Library Summary 2016 (generated Monday, February 22, 2016)

[Export Data](#)

# Unique Confirmed Users (unique email addresses)	# Time slots Confirmed	# Bookings Confirmed	Total All Rooms Occupied	# Didn't Confirm Booking / Admin Cancelled (Time slots)	# Tentative Bookings (Time slots)	# User Cancelled Bookings (Time slots)	User Showed Up
26	179	48	3 days, 19 hours, 0 minutes Average Booking Length: 31 minutes	12	0	12	Yes: 97 (92%) No: 8

Northern Wake Campus Library Details 2016 (generated Monday, February 22, 2016)

HOURS MODULE

Manage Opening/Closing Hours

- Create & display hours for multiple libraries, branches and even departments
- Embed your daily, weekly, monthly and weekly/monthly hours widgets anywhere
- Build in exceptions to account for holidays, professional development, or snow days
- Pull Hours data via API and include it in your custom apps, too

Falling Leaves Library	24 Hours	Closed Staff Day
Coffee Cart	Closed	8am – 11:59pm
Main Library	Closed	8am – 11:45pm
Reference Department	Closed	8am – 11:45pm
*The Lustig Library	–	–

A CLOSER LOOK: HOURS MODULE

Hours Preview

	«	»	Feb 21 Sunday	Feb 22 Monday	Feb 23 Tuesday	Feb 24 Wednesday	Feb 25 Thursday	Feb 26 Friday	Feb 27 Saturday
Northern Wake Library			Closed	7:30am – 8pm	7:30am – 8pm	7:30am – 8pm	7:30am – 8pm	7:30am – 5pm	Closed
Main Campus Library			–	–	–	–	–	–	–

Northern Wake Library

Northern Wake Library

Library

[🕒 Edit Hours](#)

[↔ Exceptions](#)

[⚙ Settings](#)



[+ Add Department](#)

POLL: WHERE ARE YOU IN THE MIGRATION PROCESS?

- We are using LibCal version 1
- We are exploring why we should migrate to version 2
- We are ready to move to LibCal version 2

ABOUT MIGRATION

- Request Your LibCal v2 Beta site.
- See how to play with and customize the system.
- Clean up your current LibCal site and Prep for Migration.
- Don't worry lots of content will migrate :).
 - All Calendars, Events, Rooms, Room Groups, and MySchedulers migrated
 - All Event Registrations, Room Booking Reservations, and MyScheduler appointments migrated
- Will it cost me to move to LibCal v2?
 - No! Updating to LibCal v2 is a completely free update.
 - 3/3/3 - Free subscribers can upgrade to LibCal v2 for **free!**

HELP RESOURCES

<http://support.springshare.com/libcal>



LibGuides



LibAnswers



LibCal



LibInsight



LibWizard



LibStaffer

Training Springy Newsletter Blog Lounge

[Springshare](#) / [Springshare Support](#) / [LibCal v2](#) / [Home](#)

ALL GUIDES

BY SUBJECT

Search:

Showing 4 Subjects

Display:

Basics 7

Migrating from v1 2

System Administration 8

Training - Live & Recorded 1

Training Sessions

All times listed are **U.S. Eastern Time**. To convert the time use the [Time Zone Converter](#) (Use U.S.A. - New York - New York as the location to convert *from*.)

To attend a training session, please click on the event and register for the session.

[LibCal v2: Admin & Hours Settings](#)

1:00pm - 2:15pm Tuesday, March 8, 2016

[Getting to Know LibCal: Room Bookings](#)

1:00pm - 2:15pm Wednesday, March 9, 2016

[Getting to Know LibCal: Calendars & Setting Up My Scheduler](#)

1:00pm - 2:15pm Thursday, March 10, 2016

Support

ADDITIONAL RESOURCES

- Using LibCal – WTCC Example

<http://waketech.libcal.com/>

- State Library

<http://statelibrary.ncdcr.libguides.com/trainstation>

EVALUATION

https://www.surveymonkey.com/r/LibCalv2_webinar

THANK YOU!

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