

Librarian Booking Assistant, Online Room Booking, and Workshop Scheduling

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YUL Service Domain [Reference Tool Services](#) [1]

Alias LibCal, Room booking, booking, hours, spaces, schedules, calendars, rooms, events, registration, workshops, instruction

Short Description: schedule.yale.edu is an application that enables users to book library spaces online via computer or mobile phone. It allows YUL staff to set up and configure rooms. It provides a platform for YUL librarians to create schedules for their office hours and book appointments and it manages the YUL location hours.

Description

schedule.yale.edu is a web platform designed to handle the library's calendaring needs. It provides

- A comprehensive solution for building event, workshop, and teaching calendars for YUL;
- Event registration and management;
- Room and equipment reservation;
- A Librarian appointment scheduler, including two-way integration with the librarian's Microsoft Outlook calendar; and
- An integrated solution for hours and locations management;

schedule.yale.edu is based on the SpringShare LibCal platform.

Visibility No visibility restrictions

Who is eligible to use this service offering? Yale Library Staff Only

Affiliations that can use this service offering Staff

How do I get it?

For access to LibCal, please contact emily.horning@yale.edu [2].

How do I access it?

Once a YUL staff member has been granted access, schedule.yale.edu can be accessed through the main LibApps site at

<https://yale.libapps.com/libapps/admin> [3]

or directly at

<https://schedule.yale.edu/admin> [4]

Does your service offering require a user to have specific system configurations?

This service is entirely web-based. As such, only a modern web browser is required to access this service.

Do you have specific Documentation and Support outside of the Knowledge Base?

<https://springshare.com/libcal> [5]

<https://guides.library.yale.edu/libcal2> [6]

Are there Rates & Charges Associated to this Service Offering? No

Categories Access

Add, Install, Move, Modify

Enhancement

Inquiry

Outage

Performance Issue

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Published on Yale University Library (<https://web.library.yale.edu>)

Scheduling and Support

Something Broken

Tier 1 Support YUL Support Group (listed above)

Sub-category needed? No

Generic Request? No

URL to service application (if any) <https://schedule.yale.edu> [7]

Can users request access to your service offering? Yes

Support Group [Client Services & IT Operations](#) [8]

Source URL:<https://web.library.yale.edu/lit/servicecatalog/164754>

Links

[1] <https://web.library.yale.edu/service-domains/reference-tool-services> [2] [mailto:emily.horning@yale.edu](#) [3] <https://yale.libapps.com/libapps/admin> [4] <https://schedule.yale.edu/admin> [5] <https://springshare.com/libcal> [6] <https://guides.library.yale.edu/libcal2> [7] <https://schedule.yale.edu> [8] <https://web.library.yale.edu/service-support-groups/client-services-it-operations>