

LibCal SEATS Structure : University of Miami Libraries

SEATS uses a hierarchical structure to control all aspects of seat/space booking. All settings entered via :

- **Admin/Spaces & Equipment** : Set Locations, Zones, Categories, Spaces, Seats
 - **Admin/Hours**: Define 'Library', set hours by Library
 - **Admin/Look & Feel**: Edit LibCal Homepage [libcal.miami.edu] ; set custom CSS, Header/Footer, Banner
1. **Location**: Top level, typically by Library or Campus. Used to enable checkin/out of seat ; set hours ; establish Zones and Spaces w/in Zones.
 - a. **Location can be Public, Private, Admin**
 2. **Zones**: 2nd level, broadly defines physical spaces [Floor, Wing, etc.]. Spaces/Seats are assigned to Zones
 - a. **Categories**: used to define "types" of Spaces/Seats [Study Rooms, Quiet Tables, Computer Station, etc.]. Booking limits [times, meditation, etc.] and Booking Forms are set at the Category level. All Spaces must be assigned to a Category. May have separate Hours.
 - b. May have unique url, description, Terms & Conditions [T&C], Email templates
 - c. **Categories can be Public, Private, Admin**
 3. **Spaces**: 3rd level, defines physical spaces [Rooms, areas, etc.]. Spaces must be assigned to a Zone and Category. Sets Space Current & Max Capacity, provide directions, whether accessible.
 - a. Can have unique url, image, description, T&C, unique booking form. Set either "Bookable as whole" [i.e. room], or "Container space w/ seats". If latter, then add Seats to Space.
 - b. **Status = active /inactive**
 - c. **UML LibCal Subscription : 100 Spaces**
 4. **Seats**: 4th level, defines individual seats within a Space. Seats are 'named', may be sequentially numbered.
 - a. May have unique description w/ image, set as 'accessible'
 - b. All seats assigned unique QR Code, may be used for Checkin / Checkout
 - c. **Status = active /inactive.**
 - d. **UML Seats Subscription : 300 Seats.** **NOTE:** inactive seats counts against the total. Will increase subscription level as we are able to manage/add more seats.

STAFF Access : "Spaces" in Navigation Bar

- **Utilization Dashboard**: Filter by Zones and/or Category. See all space capacity & utilization. May Checkin/Out
- **Booking Grid & Availability**: Filter by Zone, Category, Space. See Public Page & QR Code for "Space". Can add/edit bookings
- **Confirmed Bookings**: Calendar view of all bookings
- **Bookings Explorer**: Search across all bookings, incl. Patron name & email. Export usage data

Location: Richter Library

Zones:

- **1FL Foote Green ; 1FL Learning Commons ; 2FL ; 3FL**

Categories:

- 1FL Study Table
- 2FL Study Table
- Computer Station
- Couch Seating
- Dining Table
- Faculty Study
- Graduate Study
- Laptop Bar Seating
- Lounge Seating
- Meditation Room
- Microfilm Station
- Study Room

Richter Library Zones / Spaces Categories

Zone: 1FL Foote Green ⚙️

The seats in this zone are active at 98% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
72580	1FL Computer Station		45 Seats	46 Seats	Active	Computer Station	✎ 👁 🔍 🗑
72334	1FL Foote Green Study Table		14 Seats	14 Seats	Active	1FL Study Table	✎ 👁 🔍 🗑
72578	1FL Lobby Couch		-	-	Inactive	Couch Seating	✎ 👁 🔍 🗑
72331	1FL Lobby Lounge		-	-	Inactive	Lounge Seating	✎ 👁 🔍 🗑
49394	Study Room 124		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑
49396	Study Room 126		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑

Showing 1 to 6 of 6 entries

Zone: 1FL Learning Commons [LC] ⚙️

The seats in this zone are active at 100% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
72576	1FL Laptop Bar Seat		6 Seats	6 Seats	Active	Laptop Bar Seating	✎ 👁 🔍 🗑
72571	1FL LC 102A Table		5 Seats	5 Seats	Active	1FL Study Table	✎ 👁 🔍 🗑
72391	1FL LC Couch		13 Seats	13 Seats	Active	Couch Seating	✎ 👁 🔍 🗑
72348	1FL LC Gallery Study Table		6 Seats	6 Seats	Active	1FL Study Table	✎ 👁 🔍 🗑
72572	1FL LC Lounge Seat		9 Seats	9 Seats	Active	Lounge Seating	✎ 👁 🔍 🗑
72570	1FL LC Study Table		12 Seats	12 Seats	Active	1FL Study Table	✎ 👁 🔍 🗑
49419	Learning Commons Flexible Program Space	✓	1	1	Inactive	Flexible Program Space	✎ 👁 🔍 🗑
49420	Rm 102A Learning Commons Flex Space	✓	1	1	Inactive	Study Room	✎ 👁 🔍 🗑

Showing 1 to 8 of 8 entries

Richter Library Zones / Spaces / Categories

Zone: 2FL ⚙️

The seats in this zone are active at 95% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
72575	2FL Brody Pod		8 Seats	8 Seats	Active	2FL Study Table	✎ 👁 🔍 🗑
72573	2FL Lounge Seat		9 Seats	9 Seats	Active	Lounge Seating	✎ 👁 🔍 🗑
72250	2FL Study Table		40 Seats	40 Seats	Active	2FL Study Table	✎ 👁 🔍 🗑
72249	Graduate Commons Room 212		31 Seats	31 Seats	Active	Graduate Study	✎ 👁 🔍 🗑
82457	Mediation Room 215 E		1 Seat	1 Seat	Active	Meditation Room	✎ 👁 🔍 🗑
72577	Microform Stations		2 Seats	2 Seats	Active	Microform Station	✎ 👁 🔍 🗑
49397	Study Room 203		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑
49398	Study Room 204		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑
49399	Study Room 205		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑
49400	Study Room 206		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑
49401	Study Room 216		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑
49402	Study Room 217		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑
49404	Study Room 226		-	-	Inactive	Study Room	✎ 👁 🔍 🗑
72788	Study Room 215A		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑
72789	Study Room 215B		1 Seat	1 Seat	Active	Study Room	✎ 👁 🔍 🗑
77844	Study Room 215C		-	4 Seats	Inactive	Study Room	✎ 👁 🔍 🗑
49403	Study Room 225		-	1 Seat	Inactive	Study Room	✎ 👁 🔍 🗑

Showing 1 to 17 of 17 entries

Zone: 3FL ⚙️

The seats in this zone are active at 100% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
72596	Alt Staff Lounge Rm 301Q		4 Seats	4 Seats	Active	Dining Table	✎ 👁 🔍 🗑
72586	Faculty Reading Room 346		3 Seats	3 Seats	Active	Faculty Study	✎ 👁 🔍 🗑
72595	Staff Lounge Rm 349		5 Seats	5 Seats	Active	Dining Table	✎ 👁 🔍 🗑

Showing 1 to 3 of 3 entries

Architecture Research Center Zones / Spaces / Categories

Zone: 1st FL ⚙️

The seats in this zone are active at 100% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
79210	1FL Computer		1 Seat	1 Seat	Active	Computer Station	✎ 👁 🔍 🗑
79369	1FL Lounge		3 Seats	3 Seats	Active	Lounge Seating	✎ 👁 🔍 🗑
79329	1FL Study Tables		9 Seats	9 Seats	Active	Study Tables	✎ 👁 🔍 🗑

Showing 1 to 3 of 3 entries

Architecture Research Center Zones / Spaces / Categories

Zone: 2nd FL ⚙️

The seats in this zone are active at 93% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
79212	2FL Computer		1 Seat	1 Seat	Active	Computer Station	✎ 👁 🗄 🗑
79371	2FL Lounge		1 Seat	1 Seat	Active	Lounge Seating	✎ 👁 🗄 🗑
79331	2FL Study Tables		12 Seats	13 Seats	Active	Study Tables	✎ 👁 🗄 🗑

Showing 1 to 3 of 3 entries

Music Library Zones / Spaces / Categories

Zone: 1FL ⚙️

The seats in this zone are active at 100% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
79809	1FL Study Tables		4 Seats	4 Seats	Active	Study Tables	✎ 👁 🗄 🗑
79191	Lobby Lounge		8 Seats	8 Seats	Active	Lounge Seating	✎ 👁 🗄 🗑
79190	Music Creative Studio Computers		6 Seats	6 Seats	Active	Computer Station	✎ 👁 🗄 🗑
49405	Rm 120 Study Room - A/V		1 Seat	1 Seat	Active	Study Rooms	✎ 👁 🗄 🗑
49406	Rm 121 Study Room - No A/V		1 Seat	1 Seat	Active	Study Rooms	✎ 👁 🗄 🗑

Showing 1 to 5 of 5 entries

Zone: 2FL ⚙️

The seats in this zone are active at 100% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
49421	Audio Production Booth	✓	1	1	Inactive	Audio Production Booth - Music Library	✎ 👁 🗄 🗑
49407	Rm 211 - Study Room w/ AV & keyboard		1 Seat	1 Seat	Active	Study Rooms	✎ 👁 🗄 🗑

Showing 1 to 2 of 2 entries

RSMAS Library Zones / Spaces / Categories

Zone: Atrium ⚙️

The seats in this zone are active at 100% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
72804	Atrium Carrels		20 Seats	20 Seats	Active	Study Carrels	✎ 👁 🗄 🗑
77026	Atrium Table		3 Seats	3 Seats	Active	Study Tables	✎ 👁 🗄 🗑
77290	Computer Stations		2 Seats	2 Seats	Active	Computer Station	✎ 👁 🗄 🗑

Showing 1 to 3 of 3 entries

RSMAS Library Zones / Spaces / Categories

Zone: Map & Chart ⚙️

The seats in this zone are active at 100% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
49413	Map & Chart Tables		13 Seats	13 Seats	Active	Study Tables	✎ 👁 🗃 🗑
73877	Map & Chart Carrels		12 Seats	12 Seats	Active	Study Carrels	✎ 👁 🗃 🗑
49415	Media Room		1 Seat	1 Seat	Active	RSMAS Meeting Rooms	✎ 👁 🗃 🗑
49414	Rare Book Room		1 Seat	1 Seat	Active	RSMAS Meeting Rooms	✎ 👁 🗃 🗑

Showing 1 to 4 of 4 entries

Student Technology Help Desk Zones / Spaces / Categories

Zone: STHD Law Library ⚙️

The seats in this zone are active at 100% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
75776	STHD Law		2 Seats	2 Seats	Active	STHD Law	✎ 👁 🗃 🗑

Showing 1 to 1 of 1 entries

Zone: STHD Richter 3rd FL ⚙️

The seats in this zone are active at 100% of maximum capacity.

Search:

ID	Name	Bookable As Whole	Current Capacity	Maximum Capacity	Status	Category	Action
75767	STHD Drop-Off		2 Seats	2 Seats	Active	STHD Drop-Off	✎ 👁 🗃 🗑
75757	STHD Express		4 Seats	4 Seats	Active	STHD Express	✎ 👁 🗃 🗑

Showing 1 to 2 of 2 entries