## **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**: 2<sup>nd</sup> 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:** 3<sup>rd</sup> 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**: 4<sup>th</sup> 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** 

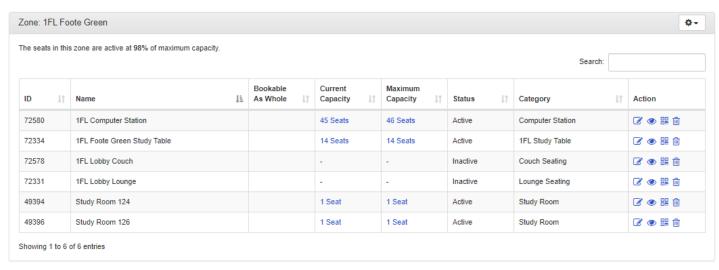
Zones:

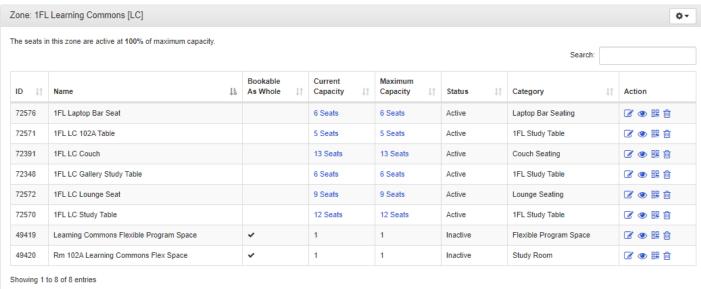
1FL Foote Green; 1FL Learning Commons; 2FL; 3FL

### **Categories:**

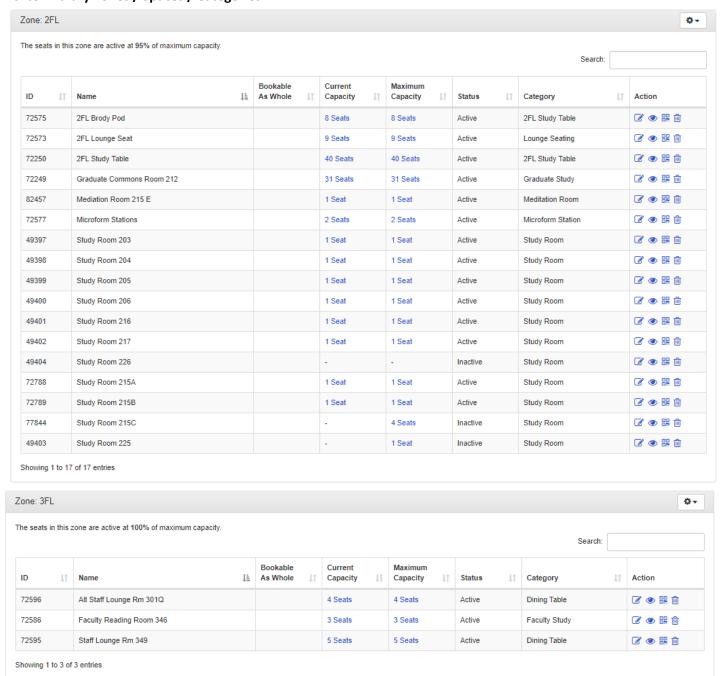
- 1FL Study Table
- 2FL Study Table
- Computer Station
- Couch Seating
- Dining Table
- Faculty Study
- Graduate Study
- Laptop Bar Seating
- Lounge Seating
- Meditation Room
- Microfilm Station
- Study Room

## **Richter Library Zones / Spaces Categories**

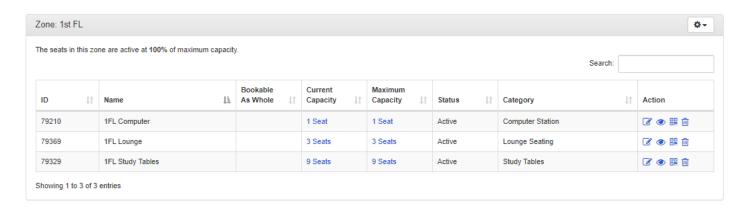




## Richter Library Zones / Spaces / Categories



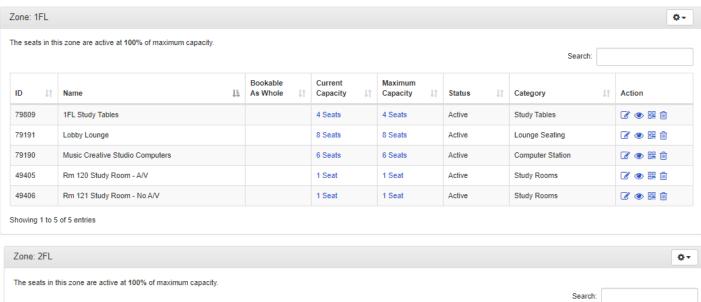
## **Architecture Research Center Zones / Spaces / Categories**

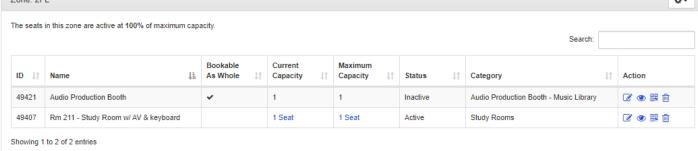


### **Architecture Research Center Zones / Spaces / Categories**

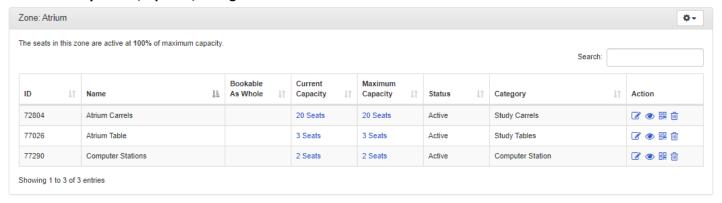


# **Music Library Zones / Spaces / Categories**

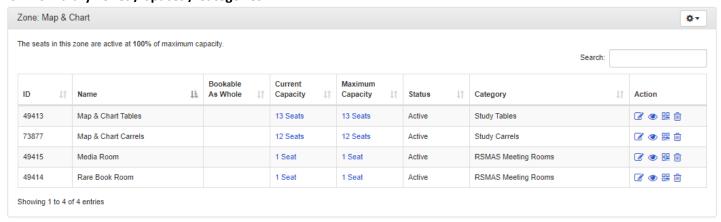




## **RSMAS Library Zones / Spaces / Categories**



## **RSMAS Library Zones / Spaces / Categories**



## Student Technology Help Desk Zones / Spaces / Categories

