

# Meetings Made Easy

How automated schedulers save time & reduce  
headaches

**Genifer Snipes**

June 1, 2018

A person with long dark hair, wearing a light-colored sweater, is sitting at a wooden desk. They are looking at a laptop screen which displays a website. To the left of the laptop is a white mug. In the foreground, there is a notebook with handwritten notes and a pen. The text "ALL the emails..." is overlaid in a large, teal, sans-serif font on the left side of the image.

**ALL the  
emails...**



# What's Coming:

- My Experience
- Why Should You Care?
- Scheduling Tools 101
- Touring LibCal
- Implementing Scheduling Tools at Your Library
- Challenges
- Closing
- Q&A

A close-up, slightly blurred photograph of a desk. In the foreground, a white coffee cup filled with a frothy beverage sits on a white saucer with a silver spoon. To the left, a smartphone with a red case is lying flat. In the background, a laptop screen displays a grid of small images, and a hand is visible on the right side, holding a blue pen over an open notebook. The scene is lit with soft, warm light, creating a cozy and focused atmosphere.

**Why Am I Talking About This?**



# My Experience With LibCal

## Genifer Snipes's "My Scheduler" Summary 2017 (generated Tuesday, May 29, 2018)

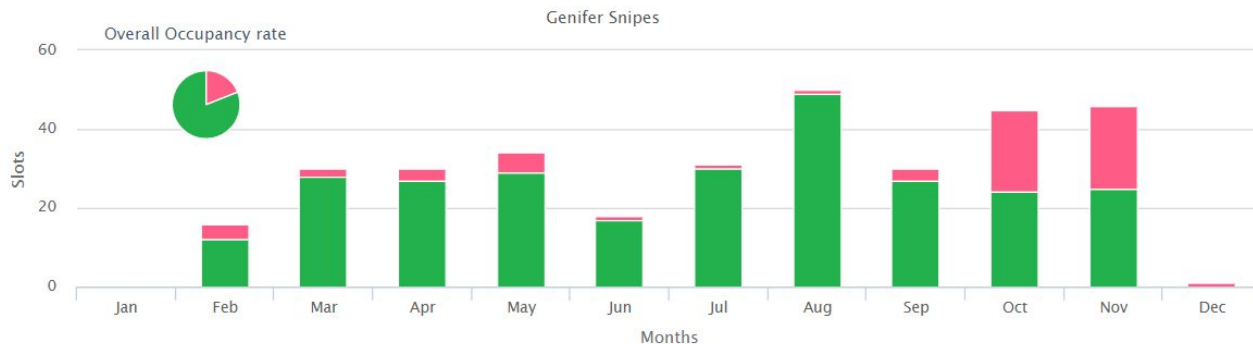
[Export Booking Data](#)

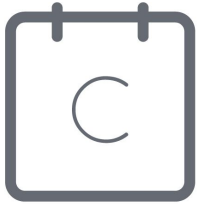
Free/Available Slots	Confirmed Slots	Total Availability Slots
268 slots (8 days, 8 hours, 45 minutes)	63 slots (1 days, 23 hours, 15 minutes) 19% occupied	331 slots (10 days, 8 hours, 0 minutes)

## Availability Slots 2017 (generated Tuesday, May 29, 2018)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Confirmed Time Slots		4	2	3	5	1	1	1	3	21	21	1
Free/Available Time Slots		12	28	27	29	17	30	49	27	24	25	

## Availability Slots, per month for 2017





**SimplyBook**.me

 **TRUMBA**<sup>®</sup>  
THE CALENDAR EXPERTS

# Schedulers 101



 <sup>®</sup> you can book.me

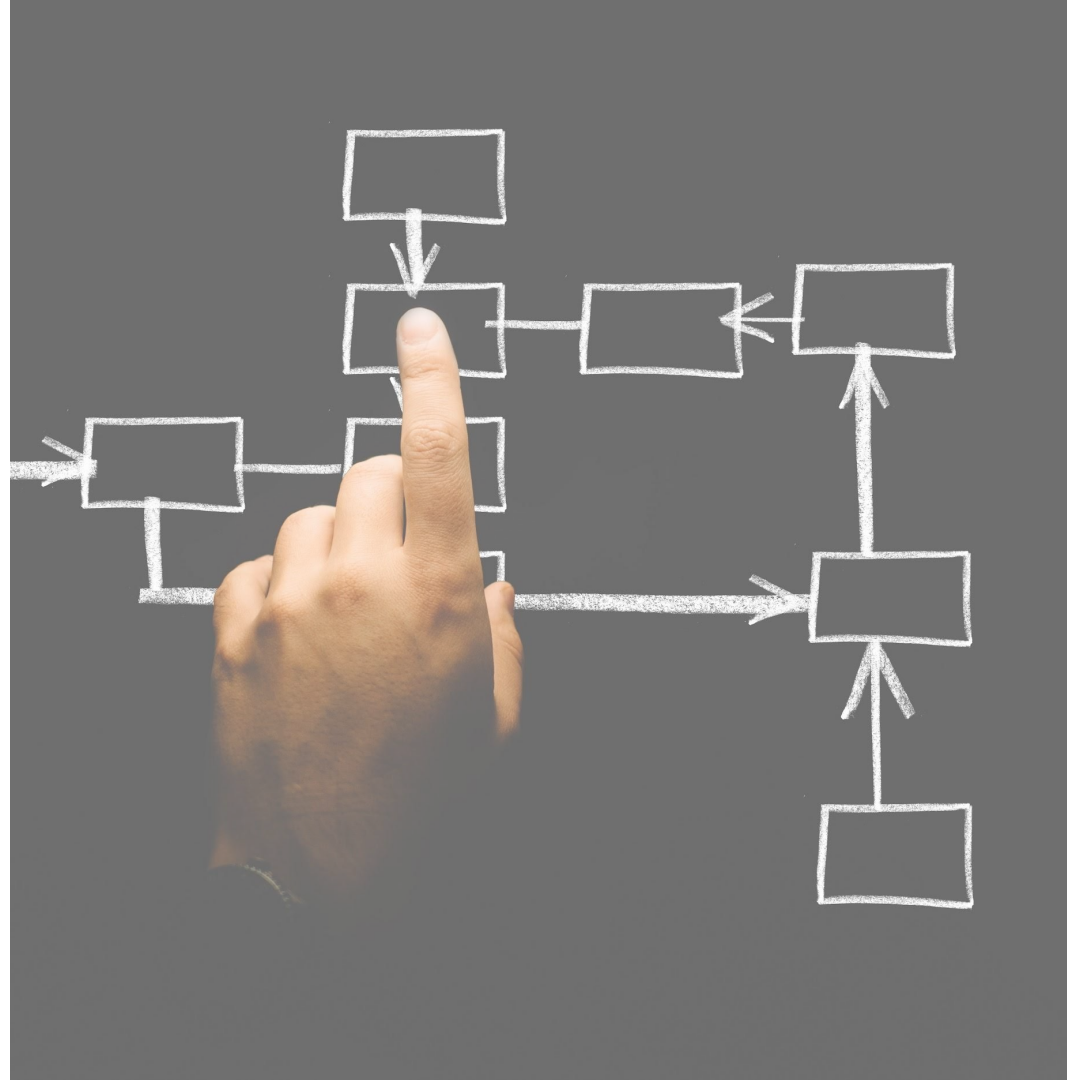
  
**Setmore**

What *exactly*  
do these  
things do?








# Appointment Schedulers...

- Centralize the scheduling process
- Make your calendar more manageable
- Make referrals easier
- Give patrons agency
- Improve record keeping
- Reduce no-shows





# What Are the Options?

	Free version	Calendar Integration	Custom Interface	Appts per mo.	Reminders	Linking	Metrics
<u>LibCal</u> ★	✗		✓	∞	Email	Widget Direct URL	✓
<u>YouCanBook.me</u> ★	✓		Limited	∞	SMS	Widget Direct URL	✗
<u>SetMore</u>	✓		Limited	∞	Email	Direct URL	?
<u>Appointlet</u>	✗		✓	∞	Email	?	✓
<u>Calendly</u>	✓		Limited	∞	✗	Widget Direct URL	✗
<u>SimplyBook</u>	✓	✗	✓	50	Email	Widget Direct URL	✓

# LibCal Walkthrough



Business & Economics Librarian



[Genifer Snipes](#)

[Email Me](#)

[Schedule Appointment](#)

**Contact:**

Knight Library  
Research & Instructional Services  
541-346-4139

**Social:**



**Subjects:**

[Business](#), [Economics](#)



Mon 2/19/2018 6:12 PM

LibCal <alerts@mail.libcal.com>

You have a new scheduled appointment

To Genifer Snipes

Research Request



Appointment\_549169.ics

1 KB

Hi Genifer Snipes,

You have a New Appointment!:

When: 10:00am - 10:45am, Monday, February 26, 2018

With:

Where: Knight Library Research Desk

Are you...: Undergraduate student

What class is this for?: BA453


Tell me about your research: Our group is working on the project of Industry analysis of GE's solar energy. And we are trying to focus on the question and what recommendation, implementation and financial plan. Can you need help with:: you suggest us like some ideas or how to research for these kinds of materials? or sth else.....

Thanks!

Thank you for using LibCal!

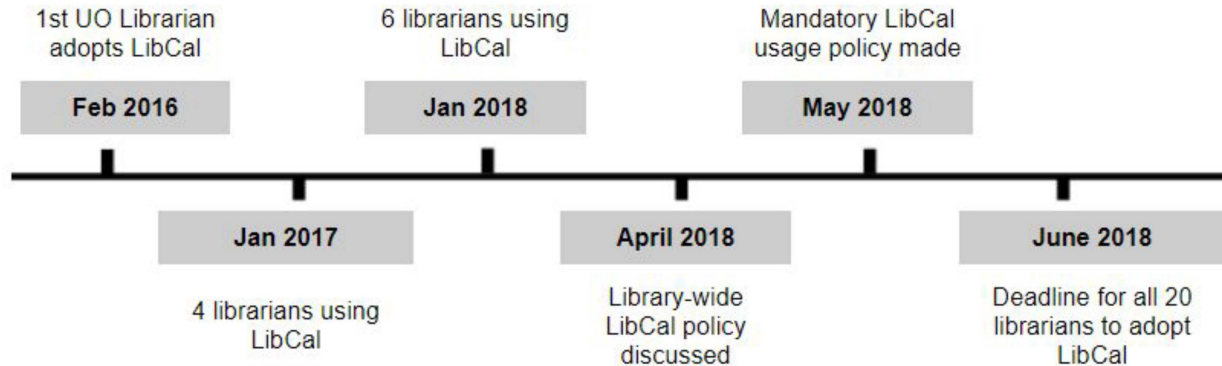
Powered by Springshare

Appointment Notification Email to Librarian

A black mug filled with coffee sits on a white surface. To its left are three silver paper clips. To its right is a black pencil with a silver eraser and a white eraser. The background is a plain white surface.

# Implementing Scheduling Tools at Your Library

# UO Implementation of LibCal







# The Set-up

- Determine which group(s) will be using tools
- Identify required features
- Develop timeline (make it short)
- Pick locations on website to link service
- Offer set-up & training workshop/open hours
- Have 1-2 designated “experts” providing on-demand support
- Marketing to public (optional)

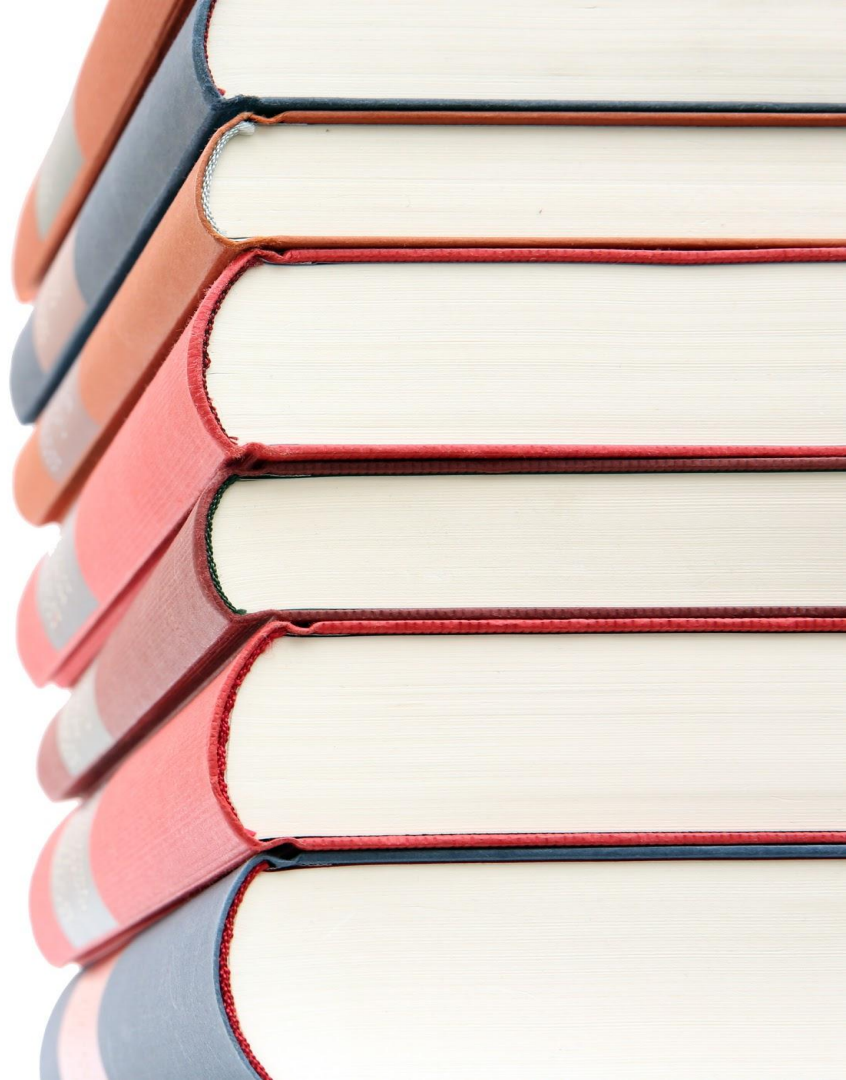
# Challenges

1. Lack of control over who you're meeting with
2. Meetings that don't need to be meetings
3. Security concerns re: linking calendars
  - a. Complications related to unlinked calendars
4. Meeting overload
5. Tool overload



# Summary

- Great for anyone with a heavy consultation load
- Good free options are available in addition to the paid tools
- Spend less time manually scheduling appointments
- Improve record keeping
- Makes it easier for your patrons to get assistance





# Questions?

**Genifer Snipes**

Business & Economics Librarian

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