

“Open Room” Reservation System

Buswell Library, Wheaton College
March 3, 2016

Cheryl Grubb & Jeffrey Mudge

The OLD way of scheduling study rooms...

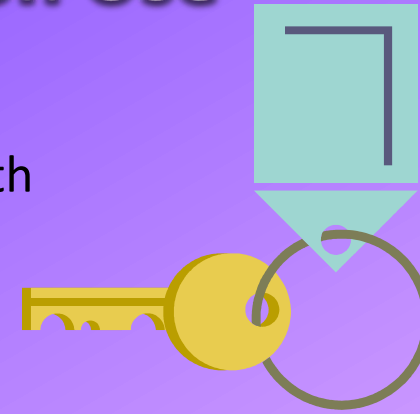
- Physical keys
- Paper reservation charts
- Student worker PowerPoint training
- Key checkouts at Circulation

Following are just two slides from our old student worker PowerPoint training explaining our former method of reserving student study rooms.

Study Rooms & Keys for WC Patron Use – Policies & Procedures

Buswell has study rooms available for use by anyone with a Wheaton College ID card. All the rooms have keys available for checkout at the Reserve desk.

Keys and rooms checkout for 2 hours.



These are the keys for the rooms that can be reserved and checked out to students, staff, and others with Wheaton College IDs.

Also, note that IDs are kept in exchange for the keys, which have been checked out in the computer.

Rooms & Key Use are Logged in a Binder

The image shows a binder page titled "GROUP STUDY ROOM RESERVATIONS - TUESDAY" with a date of "9/22". The page is a grid with columns for "Room Name / Room Number", "VAN CAMPEN 130", "SALLBERG 128", "OLSON 128", "GROUP VIEWING 17", and "LISTENING CONC 18". The rows represent time slots from 7:30 - 8:00 A.M. to 11:30 - 12:00 midngt. Handwritten entries include names like "Zong", "David", "Parker", "Sorenson", "Rebecca", "Mach", "Parker", "Sorenson", and "David". Vertical arrows are drawn in several columns to indicate reserved time slots.

Room Name / Room Number	VAN CAMPEN 130	SALLBERG 128	OLSON 128	GROUP VIEWING 17	LISTENING CONC 18
7:30 - 8:00 A.M.					
8:00 - 8:30 A.M.					
8:30 - 9:00 A.M.					
9:00 - 9:30 A.M.					
9:30 - 10:00 A.M.					
10:00 - 10:30 A.M.					
10:30 - 11:00 A.M.					
11:00 - 11:30 A.M.					
11:30 - 12:00 noon					
12:00 - 12:30 P.M.					
12:30 - 1:00 P.M.					
1:00 - 1:30 P.M.					
1:30 - 2:00 P.M.					
2:00 - 2:30 P.M.					
2:30 - 3:00 P.M.					
3:00 - 3:30 P.M.					
3:30 - 4:00 P.M.					
4:00 - 4:30 P.M.	Zong	3:40			
4:30 - 5:00 P.M.		David			
5:00 - 5:30 P.M.					
5:30 - 6:00 P.M.					
6:00 - 6:30 P.M.					
6:30 - 7:00 P.M.					
7:00 - 7:30 P.M.					
7:30 - 8:00 P.M.					
8:00 - 8:30 P.M.					
8:30 - 9:00 P.M.	Parker				
9:00 - 9:30 P.M.	10:25				
9:30 - 10:00 P.M.					
10:00 - 10:30 P.M.					
10:30 - 11:00 P.M.					
11:00 - 11:30 A.M.					
11:30 - 12:00 midngt					

Room Reservation Binder

A binder lists the rooms available for checkout with a schedule for taking reservations and recording users.

Wheaton College students, staff, and faculty may reserve rooms in advance. To take a reservation, write in the patron's name on the appropriate line(s) and block out the hours with a vertical arrow: ↕

Other issues involved non-Wheaton patrons, re-locking rooms, overdue keys, fines for late keys, and so on. All this required a significant degree of student worker training and oversight by Circulation staff.

Fall, 2013 – We began thinking about alternatives that would provide easier room access to patrons.

Criteria important to us in a software solution:

- Schedule multiple rooms
- Easily managed, intuitive to user
- Mobile-friendly
- Available anywhere
- Rich display of room data (images, technology)
- Unmoderated scheduling
- Set time limits



- Use campus authentication system (LDAP)
- Tracking/analytics/statistics
- Uses open standards/software (non-Java)
- Integrate into library website
- Customizable interface
- Cancellation feature would be nice



The goal was to choose a reservation system product that we could implement in conjunction with an overhaul of our library website, which was to be launched in summer, 2014.

We investigated several room reservation software options:

- ScheduleIt (now called “Booked”) - <http://sourceforge.net/projects/phpscheduleit> - in use at TCU Library - <https://libreservations.tcu.edu/>
- D!BS – <http://dibs.evanced.info/> - in use at University of Arizona libraries
- Astra
- Meeting Room Scheduler

- Meeting Room Booking System
- LibCal from Springshare (used at Columbia, DePaul, SIUC)
- Open Room (<http://sourceforge.net/projects/openroom>) – very informative article at Ball State University, <http://journal.code4lib.org/articles/2941>. Another useful link for the source material is <https://www.bsu.edu/libraries/getopenroom/>

Open Room was chosen, and Jeff was experimenting with set-up and implementation by February, 2014.



We decided that we would leave the study rooms unlocked and cease room key checkout at Circulation/Reserve!

It has worked out GREAT!!!!

We created a link to the new system at our website.

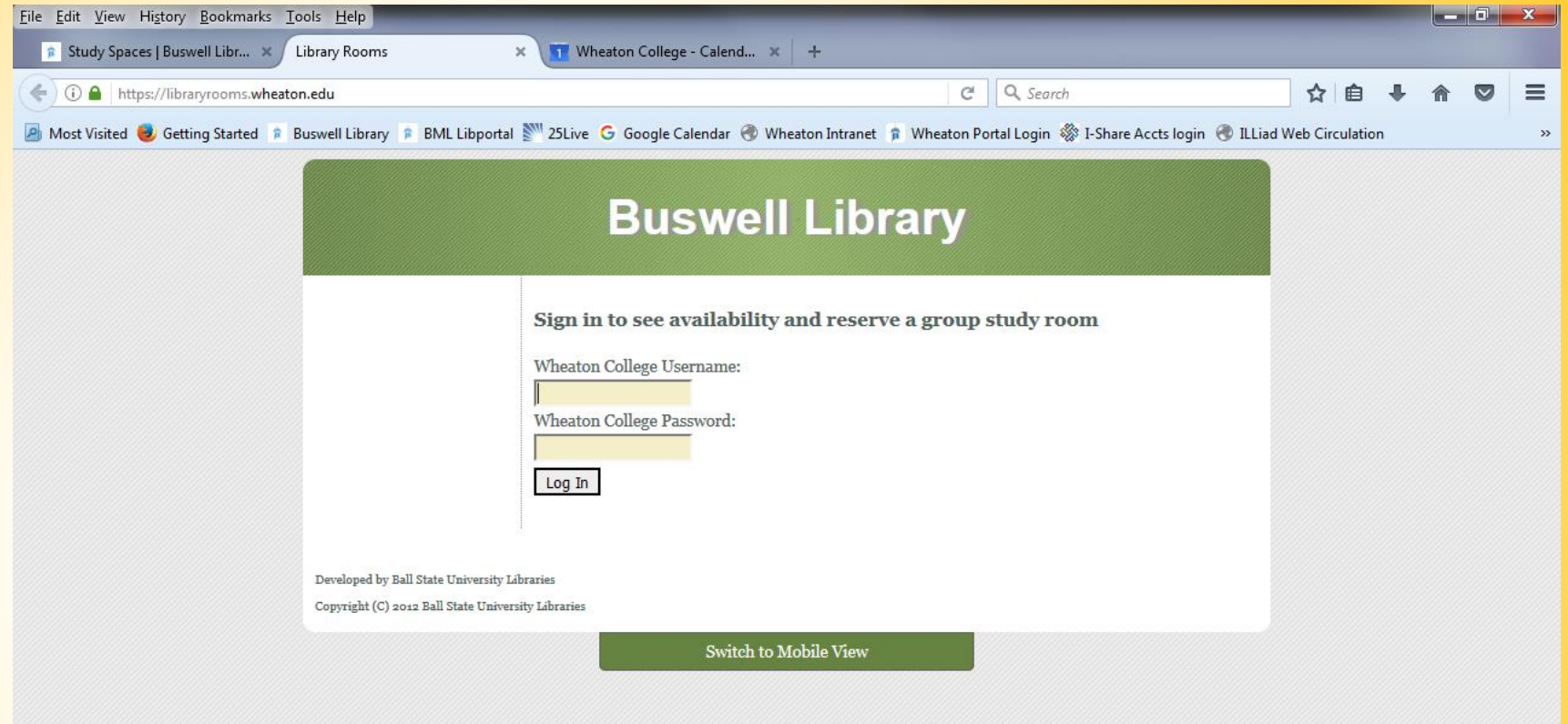
We explained a few brief parameters for room use.

The screenshot shows a web browser window displaying the Buswell Library website. The browser's address bar shows the URL <https://library.wheaton.edu/spaces>. The website header includes a search bar and navigation links for Home, About, Collections, Research, and Services. The main content area features a breadcrumb trail: Home » Services » Study Spaces. Below this is a photograph of a study room with several people working at a table. The page title is "Study Spaces" and the introductory text states: "Buswell offers spaces for group collaboration and individual study." Under the heading "Group Study Rooms", there is a list of parameters for room use:

- Use the **online reservation system** to reserve a group study room
- Group study rooms can be reserved for up to 2 hours at a time
- Individuals may reserve a room, but must vacate if a group asks
- Most rooms contain whiteboards with markers, in addition to various technologies (e.g., SMART Board, DVD player, collaboration station).

Below this list is the heading "Individual Study Rooms". Red arrows from the text on the left point to the "Study Spaces" link and the list of parameters.

Students enter their normal campus login to authenticate.



The screenshot shows a web browser window with the URL <https://libraryrooms.wheaton.edu>. The page features a green header with the text "Buswell Library". Below the header, there is a white box containing the following text and form elements:

Sign in to see availability and reserve a group study room

Wheaton College Username:

Wheaton College Password:

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At the bottom of the white box, there is a green button labeled "Switch to Mobile View". The browser's address bar and navigation icons are visible at the top of the window.

The staff administrator sees this view when logged in.

Students see a similar view, with a red “X” in place of a yellow checkmark to indicate when a room is already reserved.

The screenshot shows a web browser window with the URL <https://libraryrooms.wheaton.edu>. The page title is "Buswell Library" and the user is logged in as "Admin".

Legend:
- Available (Green square)
- Unavailable (Red X)
- Your Reservation (Yellow checkmark)
- Closed (Grey square)

Calendar: February 2017. The date selected is Wednesday, February 01, 2017.

Room Details: Room 118 is highlighted. Capacity: 6. Collaboration station and flat screen TV.

Time	018	117	118	128	129	130	210	211	212
7:30 am	Available	Available	Available	Available	Available	Available	Available	Available	Available
8:00 am	Available	Your Reservation	Available	Available	Available	Available	Available	Available	Available
8:30 am	Available	Your Reservation	Available	Available	Available	Available	Available	Available	Available
9:00 am	Available	Your Reservation	Your Reservation	Available	Available	Available	Available	Available	Available
9:30 am	Available	Your Reservation	Your Reservation	Available	Available	Your Reservation	Available	Available	Available
10:00 am	Available	Available	Your Reservation	Available	Available	Your Reservation	Available	Available	Available
10:30 am	Available	Available	Available	Available	Available	Your Reservation	Your Reservation	Available	Your Reservation
11:00 am	Available	Available	Available	Available	Your Reservation	Your Reservation	Your Reservation	Available	Your Reservation
11:30 am	Available	Your Reservation	Available	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
12:00 pm	Available	Your Reservation	Available	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
12:30 pm	Available	Your Reservation	Available	Your Reservation	Available	Available	Available	Available	Your Reservation
1:00 pm	Available	Your Reservation	Your Reservation	Your Reservation	Available	Available	Available	Available	Your Reservation
1:30 pm	Available	Available	Your Reservation	Your Reservation	Available	Available	Your Reservation	Available	Your Reservation
2:00 pm	Available	Available	Your Reservation	Your Reservation	Your Reservation	Available	Your Reservation	Available	Your Reservation
2:30 pm	Available	Available	Your Reservation	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
3:00 pm	Available	Available	Available	Your Reservation	Your Reservation	Available	Your Reservation	Available	Your Reservation
3:30 pm	Available	Available	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
4:00 pm	Available	Available	Available	Available	Available	Available	Available	Available	Your Reservation
4:30 pm	Available	Your Reservation	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
5:00 pm	Your Reservation	Your Reservation	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
5:30 pm	Your Reservation	Available	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
6:00 pm	Your Reservation	Available	Available	Available	Available	Available	Available	Available	Your Reservation
6:30 pm	Your Reservation	Available	Available	Your Reservation	Available	Available	Available	Available	Your Reservation
7:00 pm	Your Reservation	Your Reservation	Your Reservation	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
7:30 pm	Available	Your Reservation	Your Reservation	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation

Room numbers appear along the top.

Clicking on a room number provides a photo of the room and customized notes, such as its capacity or furnishings.

Buswell Library
Logged in as: [redacted] Admin) Logout

Legend
■ - Available ❌ - Unavailable ✓ - Your Reservation ⌘ - Closed

February 2017

Wednesday, February 01, 2017

	018	117	118	128	129	130	210	211	212
7:30 am	■	■	■	■	■	■	■	■	■
8:00 am	■	✓	■	■	■	■	■	■	■
8:30 am	■	✓	■	■	■	■	■	■	■
9:00 am	■	✓	✓	■	■	■	■	■	■
9:30 am	■	✓	✓	■	■	✓	■	■	■
10:00 am	■	■	✓	■	■	✓	■	■	■
10:30 am	■	■	■	■	■	✓	✓	■	✓
11:00 am	■	■	■	■	✓	✓	✓	■	✓
11:30 am	■	✓	■	✓	✓	■	■	■	✓
12:00 pm	■	✓	■	✓	✓	■	■	■	✓
12:30 pm	■	✓	■	✓	✓	■	■	■	✓
1:00 pm	■	✓	✓	✓	■	■	■	■	✓
1:30 pm	■	■	✓	✓	■	■	✓	■	✓
2:00 pm	■	■	✓	✓	✓	■	✓	■	✓
2:30 pm	■	■	✓	✓	✓	■	■	■	■
3:00 pm	■	■	■	✓	✓	■	✓	■	■
3:30 pm	■	■	■	■	✓	■	■	■	■
4:00 pm	■	■	■	■	■	■	■	■	■
4:30 pm	■	✓	■	■	✓	■	■	■	■
5:00 pm	✓	✓	■	■	✓	■	■	■	■
5:30 pm	✓	■	■	■	✓	■	■	■	■
6:00 pm	✓	■	■	■	■	■	■	■	■
6:30 pm	✓	■	■	✓	■	■	■	■	■
7:00 pm	✓	✓	✓	✓	✓	■	■	■	■
7:30 pm	■	✓	✓	✓	✓	■	■	■	■

118
Capacity: 6
Collaboration station and flat screen TV.

Students can use the calendar to select a date, which is displayed at the top.

Times down the side allow students to know when a room is available, and they click a green box to begin a reservation.

The screenshot displays the Buswell Library reservation system. At the top, the page title is "Buswell Library" and the user is logged in as an administrator. A calendar for February 2017 is shown, with the date Wednesday, February 01, 2017, selected. Below the calendar is a legend indicating room status: green for Available, red X for Unavailable, yellow checkmark for Your Reservation, and grey X for Closed. The main reservation grid shows times from 7:30 am to 7:30 pm for various rooms. Room 118 is highlighted with a pop-up window showing a photo of the room and details: "118 Capacity: 6 Collaboration station and flat screen TV." Red arrows point from the text on the left to the calendar, the 12:30 pm time slot, and the room 118 pop-up.

Time	018	117	118	128	129	130	210	211	212
7:30 am	Available	Available	Available	Available	Available	Available	Available	Available	Available
8:00 am	Available	Reservation	Available	Available	Available	Available	Available	Available	Available
8:30 am	Available	Reservation	Available	Available	Available	Available	Available	Available	Available
9:00 am	Available	Reservation	Reservation	Available	Available	Available	Available	Available	Available
9:30 am	Available	Reservation	Reservation	Available	Available	Reservation	Available	Available	Available
10:00 am	Available	Available	Reservation	Available	Available	Reservation	Available	Available	Reservation
10:30 am	Available	Available	Available	Available	Available	Reservation	Reservation	Available	Reservation
11:00 am	Available	Available	Available	Available	Reservation	Reservation	Reservation	Available	Reservation
11:30 am	Available	Reservation	Available	Reservation	Reservation	Available	Available	Available	Reservation
12:00 pm	Available	Reservation	Available	Reservation	Reservation	Available	Available	Available	Reservation
12:30 pm	Available	Reservation	Available	Reservation	Available	Available	Available	Available	Reservation
1:00 pm	Available	Reservation	Reservation	Reservation	Available	Available	Reservation	Available	Reservation
1:30 pm	Available	Available	Reservation	Reservation	Available	Available	Reservation	Available	Reservation
2:00 pm	Available	Available	Reservation	Reservation	Reservation	Available	Reservation	Available	Reservation
2:30 pm	Available	Available	Reservation	Reservation	Reservation	Available	Reservation	Available	Reservation
3:00 pm	Available	Available	Available	Reservation	Reservation	Available	Reservation	Available	Reservation
3:30 pm	Available	Available	Available	Available	Reservation	Available	Available	Available	Reservation
4:00 pm	Available	Available	Available	Available	Available	Available	Available	Available	Available
4:30 pm	Available	Reservation	Available	Available	Reservation	Available	Available	Available	Reservation
5:00 pm	Reservation	Reservation	Available	Available	Reservation	Available	Available	Available	Reservation
5:30 pm	Reservation	Available	Available	Available	Reservation	Available	Available	Available	Reservation
6:00 pm	Reservation	Available	Available	Available	Available	Available	Available	Available	Reservation
6:30 pm	Reservation	Available	Available	Reservation	Available	Available	Available	Available	Reservation
7:00 pm	Reservation	Reservation	Reservation	Reservation	Reservation	Available	Available	Available	Reservation
7:30 pm	Available	Reservation	Reservation	Reservation	Reservation	Available	Available	Available	Reservation

When a green box is clicked, a pop-up window appears.

Students enter their campus username, specify whether they'd like an email confirmation, select a time frame (up to whatever limit the administrator sets), and select the number in their group.

Click "yes" to finalize the reservation.

The screenshot displays the Buswell Library reservation system. At the top, the page title is "Buswell Library" and the user is logged in as "Admin". A calendar for February 2017 is shown on the left. The main area is a reservation grid for Wednesday, February 01, 2017, with columns for rooms 018, 117, 118, 128, 129, 130, 210, 211, and 212. A legend indicates that green boxes represent available rooms, red 'X' marks represent unavailable rooms, yellow checkmarks represent reservations, and grey 'X' marks represent closed rooms. A pop-up window is open for room 018 at 11:30 am, showing the following details: Room: 018, Start Time: 11:30 am, Username: [input field], Email Confirmation: No, Duration: 30 mins, and Number in group: 1. The pop-up also includes a "Reserve this room?: Yes No" prompt and a "Close" button.

Students then receive a confirmation message.

The screenshot shows the Buswell Library reservation system interface. At the top, the browser address bar displays `https://libraryrooms.wheaton.edu`. The page header includes the library name and a user login status: "Logged in as: [redacted] admin) Logout".

On the left side, there is a calendar for February 2017. A red arrow points from the text "Students then receive a confirmation message." to a yellow confirmation box that appears over the reservation grid. The confirmation box contains the text "Your reservation has been made!" and a "Close" button.

The main reservation grid is for Wednesday, February 01, 2017. It shows a table of room availability for various rooms (018, 117, 118, 128, 129, 130, 210, 211, 212) across different time slots from 7:30 am to 7:30 pm. The grid uses green squares for available rooms, red squares for unavailable rooms, yellow checkmarks for reservations, and grey squares for closed rooms. Room 018 is reserved from 11:30 am to 12:00 pm.

Below the calendar, there is a small image of room 018 and its description:

018
Capacity: 3
Contains listening equipment and a mirror.

At the bottom left of the page, there is a small text box containing the code `javascript:reserve(6);`.

To cancel a reservation, click on it to generate this pop-up box.

Then click “yes” to cancel.

Buswell Library

Logged in as: [redacted] admin) Logout

February 2017

S	M	T	W	R	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				

Wednesday, February 01, 2017

Group Study Rooms	018	117	118	128	129	130	210	211	212
7:30 am	Available	Available	Available	Available	Available	Available	Available	Available	Available
8:00 am	Available	Your Reservation	Available	Available	Available	Available	Available	Available	Available
8:30 am	Available	Your Reservation	Available	Available	Available	Available	Available	Available	Available
9:00 am	Available	Your Reservation	Your Reservation	Available	Available	Available	Available	Available	Available
9:30 am	Available	Your Reservation	Your Reservation	Available	Available	Your Reservation	Available	Available	Available
10:00 am	Available	Available	Your Reservation	Available	Available	Your Reservation	Available	Available	Available
10:30 am	Available	Available	Available	Available	Available	Your Reservation	Your Reservation	Available	Your Reservation
11:00 am	Available	Available	Available	Available	Your Reservation	Your Reservation	Your Reservation	Available	Your Reservation
11:30 am	Your Reservation	Your Reservation	Available	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
12:00 pm	Your Reservation	Your Reservation	Available	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
12:30 pm	Your Reservation	Your Reservation	Available	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
1:00 pm	Available	Available	Available	Available	Available	Available	Available	Available	Your Reservation
1:30 pm	Available	Available	Available	Available	Available	Available	Available	Available	Your Reservation
2:00 pm	Available	Available	Available	Available	Available	Available	Available	Available	Your Reservation
2:30 pm	Available	Available	Your Reservation	Your Reservation	Your Reservation	Available	Your Reservation	Available	Your Reservation
3:00 pm	Available	Available	Available	Your Reservation	Your Reservation	Available	Your Reservation	Available	Your Reservation
3:30 pm	Available	Available	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
4:00 pm	Available	Available	Available	Available	Available	Available	Available	Available	Your Reservation
4:30 pm	Available	Your Reservation	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
5:00 pm	Your Reservation	Your Reservation	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
5:30 pm	Your Reservation	Available	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
6:00 pm	Your Reservation	Available	Available	Available	Available	Available	Available	Available	Your Reservation
6:30 pm	Your Reservation	Available	Available	Your Reservation	Available	Available	Available	Available	Your Reservation
7:00 pm	Your Reservation	Your Reservation	Your Reservation	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
7:30 pm	Available	Your Reservation	Your Reservation	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation

018
Capacity: 3
Contains listening equipment and a mirror.

Username: [redacted]
Time of Request: 2017-02-01 11:24:09
Cancel this reservation? [Yes](#) [No](#)

Again, a confirmation message appears to show the reservation is canceled.

File Edit View History Bookmarks Tools Help

Study Spaces | Buswell Libr... | Library Rooms | Wheaton College - Calend... | +

https://libraryrooms.wheaton.edu

Most Visited Getting Started Buswell Library BML Libportal 25Live Google Calendar Wheaton Intranet Wheaton Portal Login I-Share Accts login ILLiad Web Circulation

Buswell Library

Logged in as: [redacted] (admin) Logout

February 2017

S	M	T	W	R	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				

Wednesday, February 01, 2017

Group Study Rooms | College Archives & Special Collections

	018	117	118	128	129	130	210	211	212
7:30 am	Available	Available	Available	Available	Available	Available	Available	Available	Available
8:00 am	Available	Your Reservation	Available	Available	Available	Available	Available	Available	Available
8:30 am	Available	Your Reservation	Available	Available	Available	Available	Available	Available	Available
9:00 am	Available	Your Reservation	Your Reservation	Available	Available	Available	Available	Available	Available
9:30 am	Available	Your Reservation	Your Reservation	Available	Available	Your Reservation	Available	Available	Available
10:00 am	Available	Available	Your Reservation	Available	Available	Your Reservation	Available	Available	Available
10:30 am	Available	Available	Available	Available	Available	Your Reservation	Your Reservation	Available	Your Reservation
11:00 am	Available	Available	Available	Available	Your Reservation	Your Reservation	Your Reservation	Available	Your Reservation
11:30 am	Available	Your Reservation	Available	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
12:00 pm	Available	Your Reservation	Available	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
12:30 pm	Available	Your Reservation	Available	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation
1:00 pm	Available	Your Reservation	Your Reservation	Your Reservation	Available	Available	Your Reservation	Available	Your Reservation
1:30 pm	Available	Available	Your Reservation	Your Reservation	Available	Available	Your Reservation	Available	Your Reservation
2:00 pm	Available	Available	Your Reservation	Your Reservation	Your Reservation	Available	Your Reservation	Available	Your Reservation
2:30 pm	Available	Available	Your Reservation	Your Reservation	Your Reservation	Available	Your Reservation	Available	Your Reservation
3:00 pm	Available	Available	Available	Your Reservation	Your Reservation	Available	Your Reservation	Available	Your Reservation
3:30 pm	Available	Available	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
4:00 pm	Available	Available	Available	Available	Available	Available	Available	Available	Your Reservation
4:30 pm	Available	Your Reservation	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
5:00 pm	Your Reservation	Your Reservation	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
5:30 pm	Your Reservation	Available	Available	Available	Your Reservation	Available	Available	Available	Your Reservation
6:00 pm	Your Reservation	Available	Available	Available	Available	Available	Available	Available	Your Reservation
6:30 pm	Your Reservation	Available	Available	Your Reservation	Available	Available	Available	Available	Your Reservation
7:00 pm	Your Reservation	Your Reservation	Your Reservation	Your Reservation	Your Reservation	Available	Available	Available	Your Reservation

212
Capacity: 5
DVD/VHS player and whiteboard.

This reservation has been cancelled! Close

javascript:cancel(24450,6);

Making reservations in the system is very intuitive, and students have easily figured it out.

We abandoned our use of room keys and leave all the study room doors unlocked.

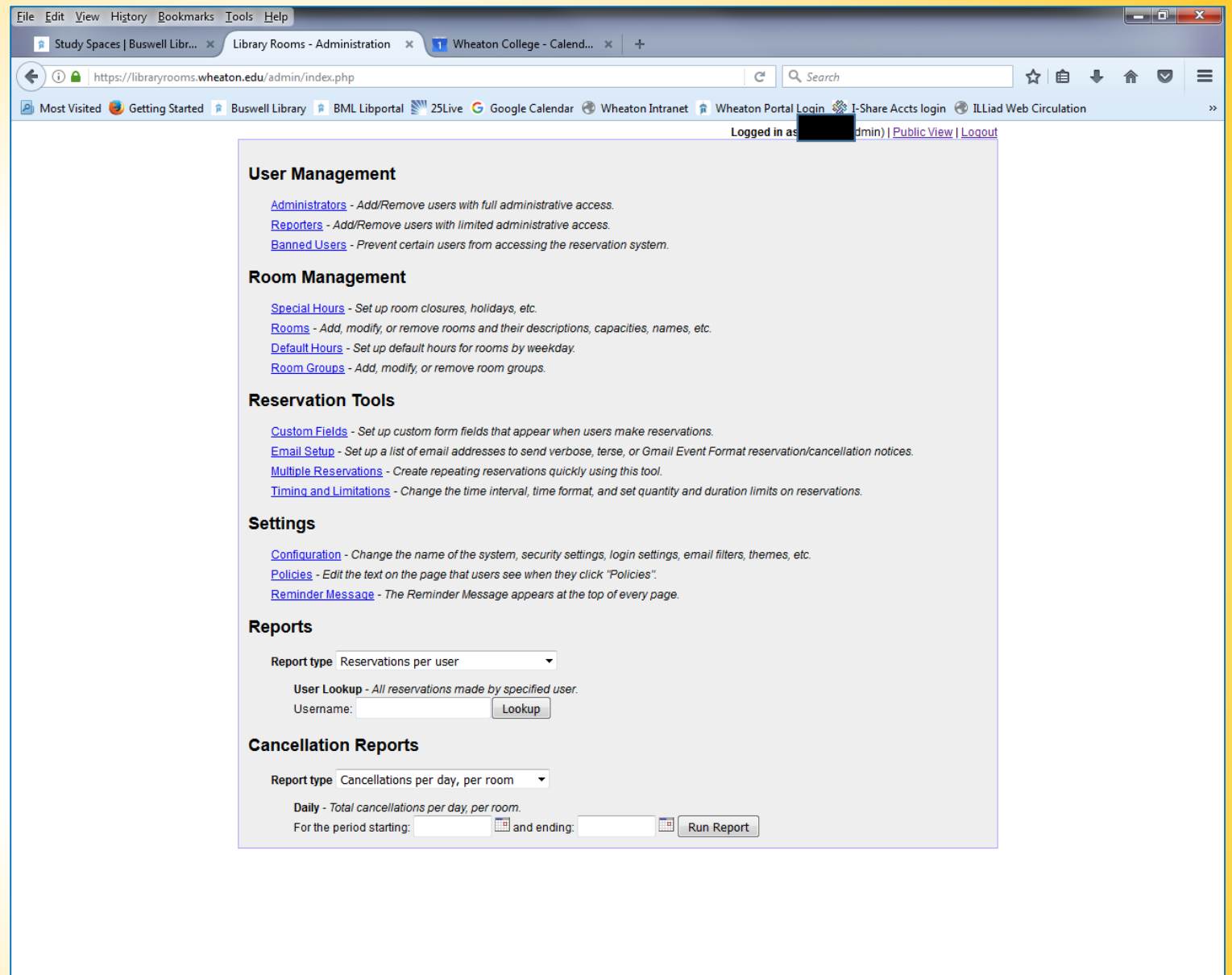
We do allow students to walk in and use a vacant room, but if someone with a reservation arrives, they have cooperated in leaving. This encourages students to make reservations whenever having the space available is truly important to them.

We have not had conflicts between students over room use.



Administrators have a set of options for setting up the rooms, making customizations, and generating reports.

Jeff assisted in the set up, but Cheryl and other circulation staff are able to adjust available hours for holidays.



The screenshot displays a web browser window with the URL <https://libraryrooms.wheaton.edu/admin/index.php>. The page is titled "Library Rooms - Administration" and shows a user logged in as an administrator. The interface is organized into several sections:

- User Management**
 - [Administrators](#) - Add/Remove users with full administrative access.
 - [Reporters](#) - Add/Remove users with limited administrative access.
 - [Banned Users](#) - Prevent certain users from accessing the reservation system.
- Room Management**
 - [Special Hours](#) - Set up room closures, holidays, etc.
 - [Rooms](#) - Add, modify, or remove rooms and their descriptions, capacities, names, etc.
 - [Default Hours](#) - Set up default hours for rooms by weekday.
 - [Room Groups](#) - Add, modify, or remove room groups.
- Reservation Tools**
 - [Custom Fields](#) - Set up custom form fields that appear when users make reservations.
 - [Email Setup](#) - Set up a list of email addresses to send verbose, terse, or Gmail Event Format reservation/cancellation notices.
 - [Multiple Reservations](#) - Create repeating reservations quickly using this tool.
 - [Timing and Limitations](#) - Change the time interval, time format, and set quantity and duration limits on reservations.
- Settings**
 - [Configuration](#) - Change the name of the system, security settings, login settings, email filters, themes, etc.
 - [Policies](#) - Edit the text on the page that users see when they click "Policies".
 - [Reminder Message](#) - The Reminder Message appears at the top of every page.
- Reports**
 - Report type: Reservations per user
 - User Lookup - All reservations made by specified user.
 - Username:
- Cancellation Reports**
 - Report type: Cancellations per day, per room
 - Daily - Total cancellations per day, per room.
 - For the period starting: and ending:



We've been very happy with Open Room.

If you have further questions about this room reservation option, please contact Cheryl or Jeff:

Cheryl Grubb, Circulation Services Supervisor

cheryl.grubb@wheaton.edu

630-752-5610

Jeff Mudge, Digital Initiatives Coordinator

jeffrey.mudge@wheaton.edu

630-752-5893