



**LIBRARYMARKET**

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# Product Features

## LibraryCalendar

# SAMPLE SCREENS



## UPCOMING EVENTS LIST VIEW

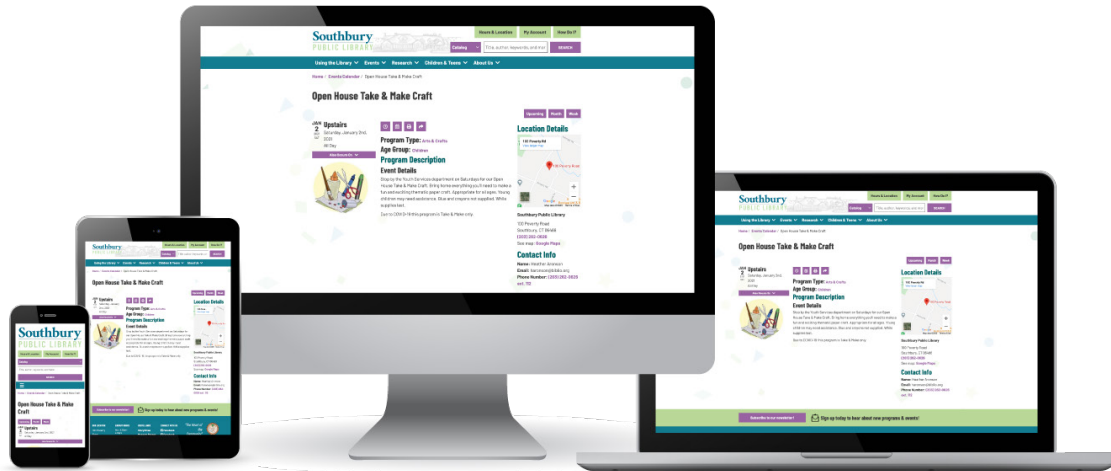
View online at <https://www.saginawlibrary.org/events/upcoming>



## MONTH CALENDAR VIEW

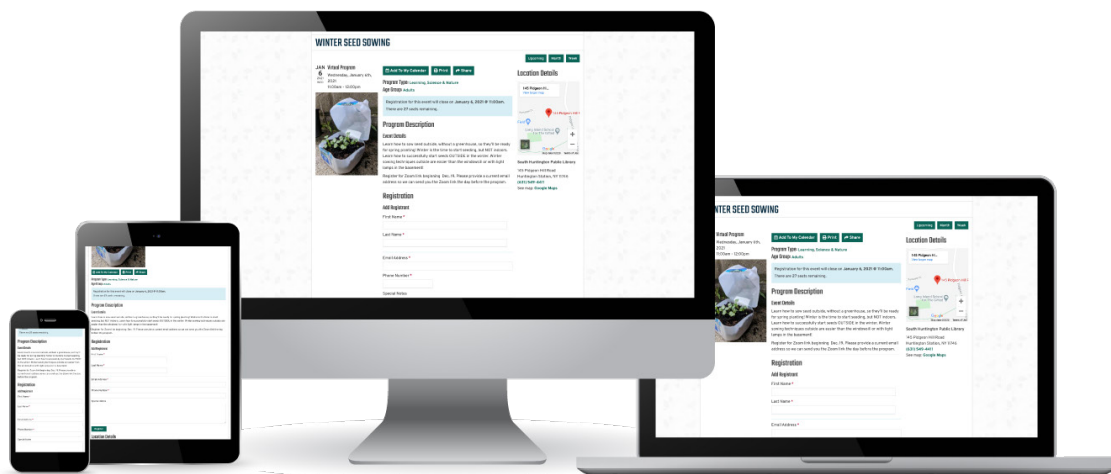
View online at <https://www.amespubliclibrary.org/events/month>

# SAMPLE SCREENS



## DETAILED EVENT VIEW

View more examples online at <https://www.southburylibrary.org/events/month>



## EVENT REGISTRATION

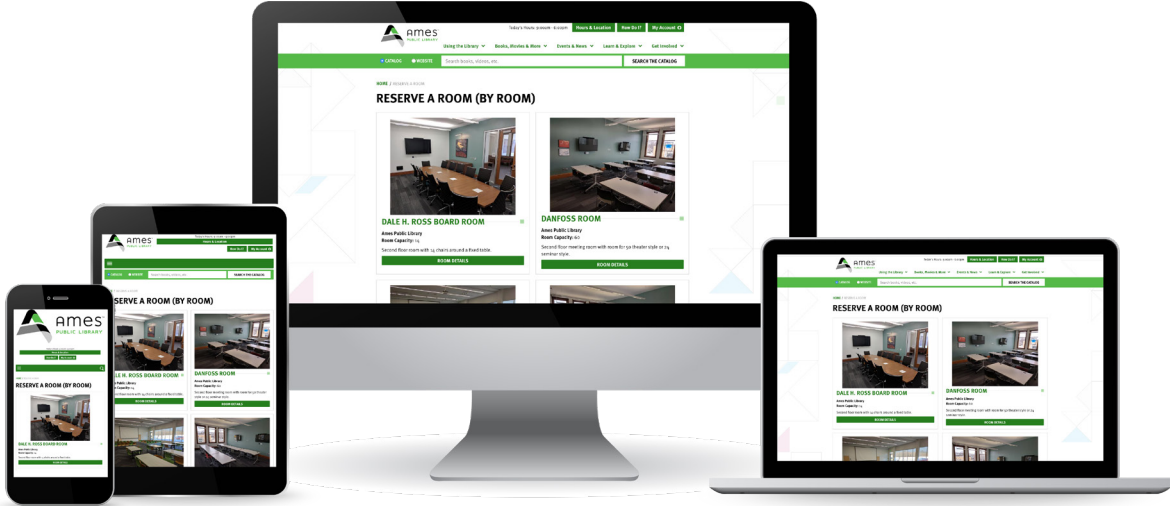
View more examples online at <https://shpl.info/events/month>

# SAMPLE SCREENS



## RESERVE A ROOM OPTIONS

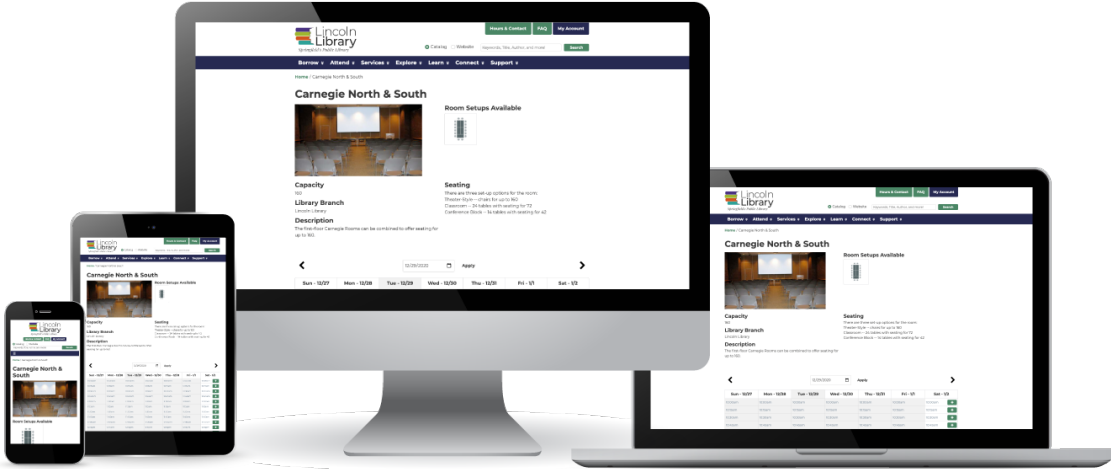
View online at <https://www.tcpl.org/reserve-room>



## ROOM AVAILABILITY

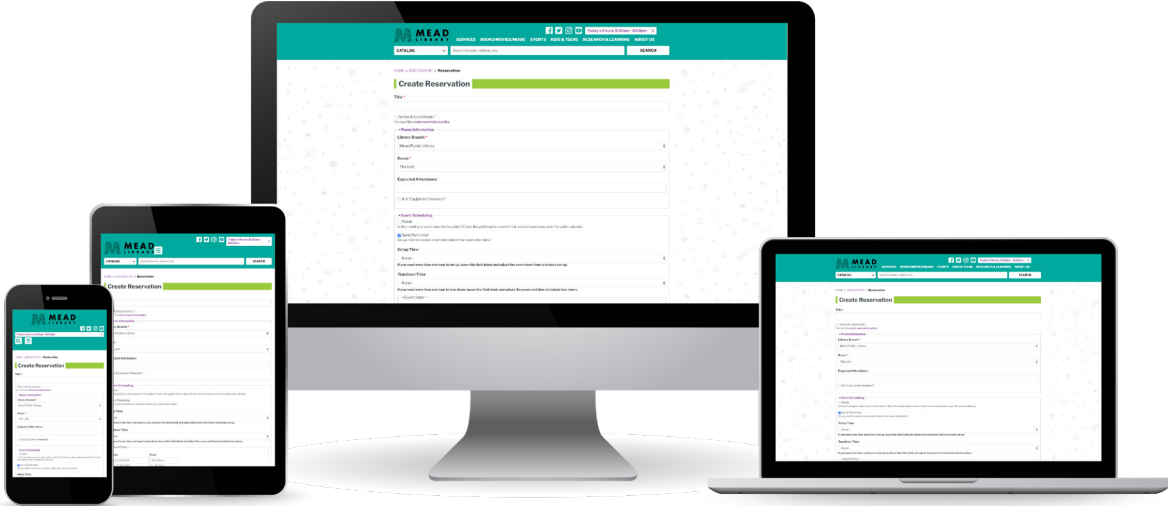
View online at <https://www.amespubliclibrary.org/reserve-room/room>

# SAMPLE SCREENS



## ROOM DETAILS VIEW

View online at <https://www.lincolnlibrary.info/reserve-room/carnegie-north-south>



## ROOM RESERVATION FORM

View online at <https://www.meadpl.org/reserve-room/new>

# FEATURES

Each instance of LibraryCalendar is customized to meet our clients' specific needs and provide a user-friendly experience for both patrons and staff members. LibraryCalendar comes with two modules which are managed from the same calendar, eliminating room and event conflicts and giving staff a clear picture of events and reservations across the library:

**Events** - allows your staff to create and manage events with ease. Each department can add and customize its events. Registrations, reports, and automated communications tools provide library staff with a single portal for event and calendar management. Patrons can find, view, and register for events from their desktop, laptop, tablet, or smartphone.

**Reservations** - enables patrons to see which rooms are available and submit room reservation requests. Emails are automatically sent so that staff can approve reservations.



### Events

Staff users can create and customize events by filling out a form with the following options:

- **Administrative Settings:** record internal notes and categories, track attendance, and event status
- **Scheduling:** create all-day, multi-day, or regular hours events; create single events or a series
- **Room:** select location (branch, branch + room, virtual, or offsite) and equipment and room setup as needed
- **Registration:** use a standard form and settings or customize parameters and restrictions
- **Categories:** set main filter categories for age group(s) and program type(s)
- **Details:** select from a library of standard images, descriptions, and disclaimers and/or customize image and details; provide contact information and upload files



### Room Reservations

Patrons can request to reserve a room by filling out a form with the following options:

- Accept policy Terms & Conditions
- Schedule based on library rules:
  - ◊ Soonest allowed reservation
  - ◊ Farthest allowed reservation
  - ◊ Longest allowed reservation
  - ◊ Shortest allowed reservation
  - ◊ Number of reservations allowed in a set period

# FEATURES

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## LibraryCalendar



### Taxonomy Structure

- Select from public rooms, including the ability to request equipment and room setup
- Provide required contact information (name, library card, email/ phone, address, birth date)
- Select organization type and provide 501(c)(3) EIN, if required
- Provide a description of the meeting and notes
- Short forms available by request for specific room types (like study rooms)

Staff administrators can add or edit program types, age groups, rooms, image/description library, and library hours at any time. These taxonomies will populate throughout the Library**Calendar** system rather than needing to be updated in multiple locations. A new event type, for example, will appear automatically in the event creation form and the calendar filters.



### Room Equipment & Setups

The Library**Calendar** system can manage room equipment, allowing patrons who are reserving rooms to request laptops, projectors, and other items. Private equipment can also be added for use by staff for events. These items can be tied to individual rooms or shared with validation to ensure no equipment conflicts. Rooms can also be assigned setup options (use our standard icons or provide your own) so that staff creating events and patrons requesting rooms can select a particular room configuration.



### Multiple Branch Support

Rooms and events are assigned to branches. Library**Calendar** can accommodate any number of branches and gives staff the ability to add new branches or rooms at any time. Patrons can easily filter events or rooms based on branch location. An additional branch modal tool for selecting preferred locations before viewing the calendar is available for large systems with 10+ branches.

# FEATURES

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LibraryCalendar



## Staff & Patron Notifications

Automated email notifications can be sent for the following situations:

- The library can send custom email notifications to event registrants at any time.
- The patron receives an email before an event they registered for.
- The patron receives a reminder email before a non-registration event they chose to be notified about.
- The patron receives an email if their registration status is updated (moved up from waitlist, cancellations, etc.)
- The library receives a reminder email when a patron requests a room reservation.
- The patron receives an email when they request a room reservation.
- The patron receives an email when a room reservation request is approved or denied.
- The patron receives a reminder email before a reservation they requested.

Library emails are directed to specific email addresses as requested by the library. You can set custom “trigger” times for reminder emails to send, but they are 24 hours before by default. Email language is standard based on case (aside from custom registrant emails), but custom language can be inserted in most emails globally or per event/reservation. Customizable confirmation pages that are presented to patrons immediately following a registration or reservation request are also available.



## Shareable Assets

The Library will be able to share assets from within the CMS to external websites and services via RSS, XML, iCal, or JSON data feeds. Includes multiple query parameters for filtering results. Please note that Library Market cannot guarantee how any third-party code will parse or style feed results.



## Patron Interaction

Library**Calendar** offers the following interaction options for public events: Share to Twitter or Facebook, Print, Email, Add to Calendar, and Remind Me.



# FEATURES

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LibraryCalendar



## Multi-tier Permissions

User accounts can be created by any top-level administrator of Library**Calendar**. Library Market will create a minimum of one top-level administrator during the staff training phase of the project and can add different types of users with levels of granular control, including:

- Staff User who can view calendars and register patrons for events
- Event Creator who can make and edit events and access reports
- Reservations Administrator who can view and approve room reservation requests
- User types are fully customizable for the library's needs.



## Event Reporting

Detailed reports are available, including data for Events, Registrations, Reservations, and Room Setup. Export data, bookmark commonly-used reports, and customize what should be available in each report. Some custom reports are available by request.



## Fully Responsive, No Apps Needed

All Library Market products are fully responsive, which means that they are mobile and tablet-friendly. Layouts stack vertically on smaller devices, but all of the information is still present, providing a consistent patron experience regardless of their device. It eliminates the need for a secondary calendar app!



## Accessibility

Library**Calendar** meets WCAG 2.0 AA compliance criteria. Please note that we are required to use your brand colors in an accessible way that meets or exceeds appropriate color contrast ratios.



## Minimum Browser & Device Support

Modern browsers, including Microsoft Edge, Google Chrome, Apple's Safari, and Mozilla Firefox are all supported by Library Market products. Library Market develops in accordance with the standards set forth by the W3C and thoroughly tests our software in all modern browsers.

# FEATURES

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Library**Calendar**



## Fast & Reliable

Library**Calendar** is configured to offer your staff and patrons a seamless web experience with no lags in response time. The central calendar that controls both events and room reservations is updated in real-time, eliminating scheduling conflicts. We host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.



## Support

Library Market's customer service team is available via phone and our email help desk ticketing system. All of our clients will receive periodic updates with new features and improvements to Library**Calendar** as they become available.



## Training

Extensive staff training is included with every Library**Calendar** implementation. This includes a minimum of training the calendar administrator on all functions and providing a user manual; additional training for specific staff functions is available as needed.



## eCommerce (Optional)

This add-on module allows for online payments through a third-party payment processor. Pass-through API allows payment forms to be placed on Library**Calendar** and stores purchases with a transaction ID. For room reservations, the payment structure is determined by library policy and can include rules for charging based on location, room type, room, organization type, equipment, and hours in use. Additional eCommerce configurations outside these rulesets can be implemented but will be quoted separately and according to an estimated number of hours required for development time. Patrons can make requests and see their calculated charges and will be directed to the payment form through email once the library approves their request. For event registrations, payment functionality, specific charges, and other settings are enabled on a per-event basis. Supported payment processors include Braintree (preferred) and Square. Please note that waitlist functionality is not available for paid events.

# FEATURES

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LibraryCalendar



## ILS Integration (Optional)

This add-on module connects LibraryCalendar to patron data using APIs provided by standard ILS systems or SIP2. Integration provides a streamlined user experience for both event registrations and room reservations. Features include:

Forms request patron barcode and PIN at the beginning of registration or reservation and validates account information before allowing registration or reservation:

- Card number exists in system
- PIN matches card
- Card is not expired
- Fines are not above an allowed amount (set by library)
- Card belongs to appropriate home library and/or patron group

Pulls patron contact information from the ILS as available to pre-fill the form fields for:

- Patron name
- Patron phone number
- Patron email address
- Patron birth date