DUKE UNIVERSITY LIBRARIES

This document was created to provide instructions on how to make a reservation in the Event Management System (EMS). The second portion of the document provides instructions on how to edit and cancel a reservation.

HOW TO MAKE A RESERVATION IN EMS

1. Go to DUL webpage: https://library.duke.edu/using/library-spaces/places-for-events

2. Please read the Guidelines and Procedures at the top of the page. This page contains details on the rooms available for reservation in EMS.

3. Click the blue "Agree & Continue" button at the bottom of the page.

4. **Read the Policies.** Requests that do not adhere to the policies may be denied.

5. Click the blue "Agree & Make a Reservation" button at the bottom of the page. You will now be redirected to the Event Management System (EMS).

6. Click "Log In with NetID." This step may require multiple attempts.
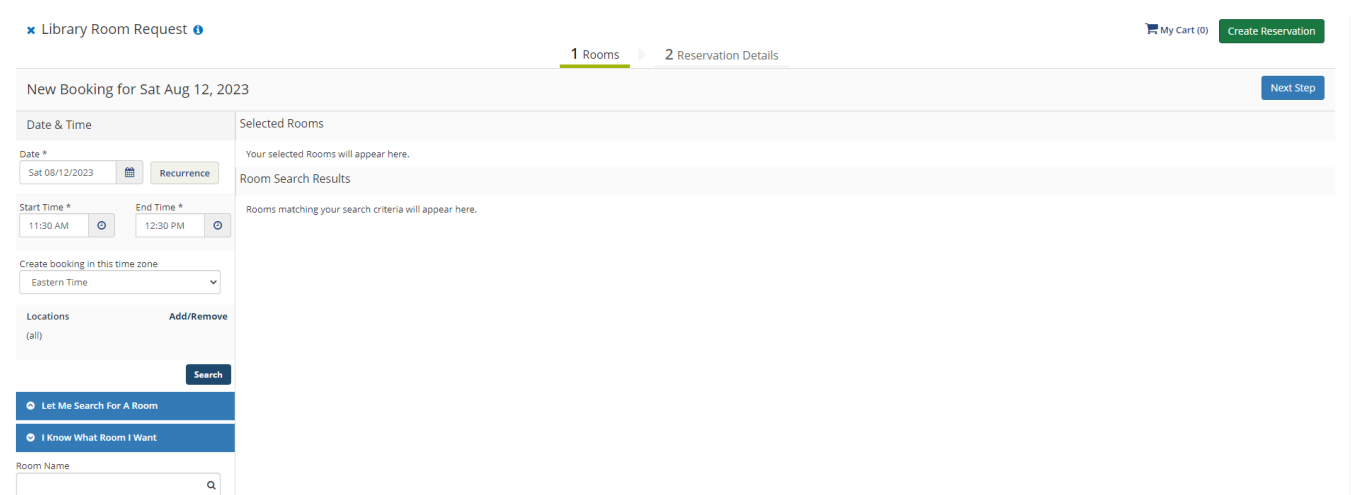

7. You will be required to login with your Duke login credentials.

8. Click "Create A Reservation" in the left pane. If you have permission to book, the Library Room Request template will appear below "My Reservation Templates." Click "book now."

9. Enter the event details in the left pane. Reservations must be made at least 5 business days in advance. To search all rooms and their availability, click the blue "Search" button under Locations.

10. Click the green button to the left of the room name to select a room. You may select multiple rooms in this step, based on availability.

Gray time blocks = library closures – NOT available

Blue blocks = scheduled events – NOT available

Tip: Click on the room name to see additional features.

11. Click "Next Step" in the top right-hand corner.

12. Enter ALL the information in the next window. When finished, click the green "Create Reservation" button.

13. Once finished, you will receive this message:

14. Your request will be reviewed, and you will receive a decision via email within 3-5 business days.

HOW TO EDIT A RESERVATION/BOOKING IN EMS

Note: The system does not permit editing of events occurring within 72 hours. For assistance, contact lib-spaces@duke.edu.

1. Go to the Duke University Event Management System (EMS): rooms.duke.edu

2. Click "Log In with NetID." This step may require multiple attempts. This step may require multiple attempts.

3. You may be required to log in with your Duke credentials.

4. In the left pane, click on "My Events." Click on the event name.

5. To edit the <u>contact details</u>, click the pencil icon on the top left corner of the page. To edit the <u>location/time/date</u> of the event, click the pencil icon on the bottom left corner of the page under "Bookings." You may edit a new request as well as a confirmed reservation; you may not edit "Additional Information."

6. In the left pane, enter the new details. To update the location, click the blue "Search" button under "Locations."

7. Click the blue "Update Booking" button. You will receive an email notification confirming your updated submission.

8. Your request will be reviewed again (resubmissions go to the top of the list), and you will receive a decision via email within 3-5 business days.

HOW TO CANCEL A RESERVATION/BOOKING IN EMS

1. To cancel your reservation, go back to the "My Events" tab and open the event by clicking on the event name.

- You may cancel one Booking at a time by clicking the red button under "Remove" at the bottom left of the page.
- You may cancel all Bookings in a Reservation, by clicking "Cancel Reservation" under "Reservation Tasks" on the right side of the page.

❮ My Events / JC test beginning Aug 14, 2023 (33625)

Reservation Details   Additional Information

		Reservation Tasks
✏ Edit Reservation Details		**Booking Tools**
Event Name	JC test	✖ Cancel Reservation
Event Type	Class	**Send Invitation**
Group/Host	Castro, Jocelyn	
1st Contact Name	Castro, Jocelyn	

Bookings

Current   Past   ☐ Include cancelled bookings

Cancel Bookings   Booking Tools   New Booking

Edit	Remove	Date ⌃	Start Time	End Time	Time Zone	Location	Status
✏	⛔	Mon Aug 14, 2023	11:30 AM	12:30 PM	ET	Perkins Library/Rubenstein - 153 Holsti-Anderson Assembly Room	Library Confirmed

2. Your event will be automatically canceled, and you will receive an email confirmation. No further action is required.