How to Book Appointments Using the LibCal Program?

Book appointments Using the LibCal Program.

1. When booking through the room booking system at this URL(https://nfsgvhs.libcal.com/) for all VA employees, first select your location from the "**Book a Space**" dropdown menu in the middle of the page.

2. Next, search by your desired date and time using the filters. If the available times do not match your preference, the booking system will present alternatives.

3. You can also search by space using the "**Search by Space**" option to book a specific room or seat. Start by entering the name of the space or seat, which may be sufficient for your search.
   Note: Additional filters for capacity, category, zone, accessibility, and power are available if needed. Your search results will display matches based on your selections, allowing you to choose the desired space or seat and select an available date and time.

4. Optionally, use the "**Capacity**" dropdown to filter spaces by the maximum number of attendees. Follow these steps:
   - Select "**All Spaces**" (**not seats**) to search across all capacities.

- Choose "**Single Seat Booking**" to find individual seats.

5. Next, search by "**Category**" and select "**Show All**" to view spaces and seats from all categories.
6. Next, choose a "**Zone**" and select "**Show All**" to view spaces and seats from all zones.
7. Next, apply the filter to view only the spaces and seats that match your selection, then click "**Search**."
8. Next, complete the booking form. Review the date and time for accuracy, then click "**Submit my Booking**."

Note: If applicable, check the box to agree to the "**Terms & Conditions**," which can be viewed by clicking the provided link. This option appears only if Terms & Conditions are set for the location, category, space/seat, or equipment.

Note: You will receive a notification email to confirm your booking. Once confirmed (via email verification or mediation), you will receive a confirmation email along with an attached iCal (.ics) file for your booking.

- **Important**: **To have the room reservation confirmed, you must open the room confirmation notice-related e-mail sent to your designated account and follow the instructions. This 2-step e-mail verification must be completed within 15 minutes; if not, the reservation will be cancelled.**
- ELT staff reserves the right to cancel reservations at any time for any reason.
- Reservations are limited to 8 hours per day per user. Using multiple e-mail addresses to avoid this limitation will not be tolerated and will be grounds in having all reservations cancelled.
- After 15 minutes, Employee who fail to show for their reserved room and time slot will have their reservation cancelled.
- Reservations may be made up to 2 weeks in advance.
- Employee may stay beyond their reserved time if there is no subsequent reservation **and** there is no other employee waiting for a room to open.
- The reserved time slots are 24 Hours Mon - Sun for the Gainesville VA Medical Center, and Lake City VA Medical Center. NF/SG Offsite Clinic The reserved time slots are 8:00 am-4:00 pm.
- Belongings will be confiscated if left in a room after a reservation period has ended. You may collect confiscated belongings from Security .
- Rooms can be neither reserved nor held by placing personal belongings in them. Unattended items will be removed and stored at Security .
- You can schedule a conference room for a maximum of 90 days.
- If you need additional equipment for the conference room, please visit https://leaf.va.gov/VISN8/573/medicalmedia/ first, and then request the following equipment: a laptop, projector, clicker, Bluetooth audio, and cords via email at deshra.anderson@va.gov.