



Minimum Requirements for Calendar Participation

1. Staff are required to use the UM online calendaring program to reflect their daily work schedule and work commitments.
 2. Staff must schedule as a meeting – not as a note or a task – any event that makes them unavailable for meetings with others. This includes assigned desk time, work related meetings, vacation, personal appointments, travel time to meetings, etc.
 3. Staff who regularly start their day later than 8:30 a.m. must utilize the online calendar to indicate that they are unavailable for meetings by scheduling the hours between 8:00 a.m. to their start time.
 4. Staff should update their calendar as events arise or are canceled, and respond to items in their In-Tray at least daily.
 5. There are three mandatory settings in the calendar preferences for all library staff. Other settings are open for individuals to modify. (Directions are specific to Oracle Calendar 9.0.4.)
 - Viewing rights for **Default: Any unlisted person**
Start with **Tools**, select **Access Rights...**, then select **Viewing**
For **Normal Entries** check **View Entries**
For **Confidential Entries** check **View times only**
For **Personal Entries** check **View times only**
 - Scheduling rights for **Default: Any unlisted person**
Start with **Tools**, select **Access Rights...**, then select **Scheduling**
Check **Can invite you to Entries**
 - Receiving e-mail notification rights for **Default: Any unlisted person**
Start with **Tools**, select **Options**, select **Scheduling**, select **Receive Notification**
Check **Allow others to notify you of new Entries by e-mail**
 6. Standard language conventions should be used to assist others when scheduling meetings. For example, the phrase “Project-Can be rescheduled” can be used to identify time you have set aside to work on a specific project, but you would attend meetings or are available for consultation.
 7. Work teams may create additional requirements beyond those in this document.
 8. Library-staff-only meeting rooms (Library Annex 250 and Library 302) and library owned equipment are reserved and scheduled through the calendar. Availability of these meeting rooms and equipment can be determined through the calendar. Contact libadmin2@d.umn.edu to reserve Library 465E.
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Approved by UMD Library Management Team

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