

Cushing/Whitney Medical Library (CWML): Room Reservation System Information

FAQ:

Question	Answer
Where can I find an overview of all the rooms in the CWML?	An overview of all our reservable rooms (with capacities, default technology set ups, etc.) is available on the CWML website under “Places to Study”: https://library.medicine.yale.edu/about/places
What tool or platform can I use to book rooms?	We use the Yale Event Management System (EMS). You can access it online here https://rrs.yale.edu/ . You will see two templates for CWML Rooms: <ul style="list-style-type: none">• CWML Standard Reservation Request• CWML Special Request – More than 16 People This guide will describe how to book rooms in the CWML with these templates.
I don't see the CWML templates in https://rrs.yale.edu/ ?	If you have any issues accessing the templates, please let a member of the CWML staff know and we can support. Templates should be automatically applied to students, faculty, staff for most YSM, YSN, and YSPH-affiliated programs and departments. However, sometimes wires get crossed and the Yale Programming team (at rrs.help@yale.edu) can troubleshoot and (re)add individuals to the system.
What exactly do the “templates” mean in EMS? Which rooms do	The templates organize reservable rooms into two categories:

they apply to?

a) **Standard** (fully web reservable) for rooms:

- SHM L 112A
- SHM L 112B
- SHM L E23
- SHM L E24* (*Individual units in Combo Rooms)
- SHM L E25*
- SHM L E26*
- SHM L E27*
- SHM L E28*
- SHM L E29*
- SHM L E30
- SHM L E36
- SHM L E37

b) **Special** (web reservable but needs Admin approval to complete) for rooms:

- SHM L 115
- Cushing Center Conference Room
- SHM L E24/E25
- SHM L E26/E27
- SHM L E28/E29

How can I check the availability of all rooms on a date at a glance?

Check out the “Browse” Function in EMS:
<https://rrs.yale.edu/BrowseForSpace.aspx>

(You can navigate to this section from the main page, <https://rrs.yale.edu/>, by selecting “Locations” tab under “Browse” on the main page.)

Where can I find maps of the spaces?

Maps of the First Floor, E-Level, and G-Levels of the library are available on our website at the very bottom of the “Places to Study” page:
<https://library.medicine.yale.edu/about/places>