

University of Kansas Libraries  
**KU Library Borrower Permits for School Group Students**

**PLEASE NOTE**

***The KU Libraries' collections and services are developed for an adult audience.  
Please be aware that all library facilities offer open access to a number of  
electronic resources as well as the Internet.  
Use of these resources is not monitored by library staff.***

**TO THE TEACHER**

Teachers who will be bringing groups of junior high or high school students to the KU Libraries in coordination with the Libraries' Instructional Services program may request KU Library Borrower Permits for each student who wants to check out library materials at the cost of \$4.00 per student. Each student for whom a valid application is received will be issued a KU Library Borrower Permit for School Group Student – a non-renewable 8½ " x 11" sheet of paper without a photograph. The Borrower Permit will expire at the end of the current semester; December 15 for permits issued during the fall semester, May 15 for cards issued in the spring, and August 15 for cards issued during the summer. Each application form requires a notarized parent or guardian signature, regardless of the age of the student.

Students will be asked to present photo identification in order to use the permit. Each student who wishes to check out library materials will need a \$4.00 borrower permit. Replacement permits cost \$4.00 each. The Borrower Permit does not include copying or printing capabilities. Cash photocopiers, but not cash laser printers, are available in all library locations. Limited laser printing is available in Anschutz Library and Watson Library for students who bring their own paper.

The KU Library Borrower Permits for School Group Students are available only when the Application and Parental Authorization Forms are submitted as a group by the teacher along with the payment for all of the permits requested. Teachers should submit the completed application forms and payment no less than two weeks in advance of the class visit to the library to: ELA CHOROMANSKA, WATSON LIBRARY – ROOM 350, 1425 JAYHAWK BLVD., LAWRENCE, KS 66045-7594. Payment covering the \$4.00 charge for each permit requested should be submitted as a single check from the school or teacher payable to the University of Kansas.

**TO THE PARENT OR GUARDIAN AND THE STUDENT**

**School Group Students and their parents and/or legal guardians are responsible for items checked out in the students' names and for payment of any charges that may be incurred for overdue or lost items.**

Parents and legal guardians of school group students may authorize the student's application for borrowing privileges with the understanding that the parent or guardian, not the student, will be held legally responsible for all materials borrowed by the student and for payment of any charges that may be incurred. Parental authorization of a student's application for borrowing privileges with the University of Kansas Libraries carries with it the parent's or guardian's responsibility for any item borrowed by the student, including compliance with the Libraries' Policies and Procedures. Please review this information at <http://www.lib.ku.edu/accservices/>. Paper copies of selected policy and procedure information will be made available upon request.

The KU Library Borrower Permit Application and Parental Authorization Form for School Group Students requires the following information: 1) name, address, home phone number, date of birth, and Kansas Driver's License or State of Kansas ID Card number of the student, 2) name, address, and phone numbers of the parent or legal guardian; 3) notarized signature of the adult parent or legal guardian; and 4) parent or legal guardian's Kansas Driver's License number or State of Kansas ID card number.



## **LIBRARY SERVICES AVAILABLE TO SCHOOL GROUP STUDENTS**

School group students qualify as Kansas Residents and receive **Basic Library Services** with the KU Library Borrower Permit for School Group Students. They may check out a limit of 20 long-term loan items for up to six weeks, depending on when the permit has been issued. If the length of authorization allows, the items may be renewed twice via the Library Catalog (<http://catalog.lib.ku.edu>, click **My Account**) before returning to the library with the items to check them out again.

**Basic Library Services** include:

- On-site access to facilities of the KU Libraries system
- Borrowing privileges for circulating collections
- On-site use of computers designated as Public Access Workstations to use the Library Catalog and selected electronic resources (*some restrictions apply*)
- Basic reference and instruction services

Interlibrary Loan (including Web Retrieve and document delivery services) and off-campus access to electronic resources are **not** included in Basic Library Services. Off-campus access is determined by specific licenses with database vendors and is restricted to current KU students, faculty, and staff.

Even without borrowing privileges, school group students have on-site access to the University of Kansas Libraries, where many, but not all, items in the collections may be accessed and read on the premises. In some cases, restrictions to access may apply due to contractual agreements or preservation concerns. Self-service coin-operated photocopiers are available at all library locations.

The KU Library Borrower Permit for School Group Student plus a photo ID card must be presented in order to check out or renew library materials and on occasion to request library services. The KU Library Borrower Permit will be honored at the following library locations: Anschutz Library including the T.R. Smith Map Collections, Gorton Music and Dance Library, Murphy Art and Architecture Library, Regents Center Library – Edwards Campus, Spahr Engineering Library, and Watson Library. All loans are subject to the rules of the lending library and assume the borrower's compliance with library policies and procedures. The KU Library Borrower Permit for School Group Student is not accepted at Spencer Research Library, the Wheat Law Library, or at Dykes Library at the KU Medical Center.

## **TO ASK QUESTIONS**

### **School Group Visits**

- Bayliss Harsh, Undergraduate Initiatives Coordinator (785-864-8991 or [bharsh@ku.edu](mailto:bharsh@ku.edu))
- Erin Ellis, Head of Libraries Instructional Services (785-864-5589 or [eellis@ku.edu](mailto:eellis@ku.edu))

### **KU Library Borrower Permits for School Group Students and KU Library Borrower Cards**

- Ela Choromanska, Watson Library Circulation Supervisor (785-864-8984 or [echoroma@ku.edu](mailto:echoroma@ku.edu))
- Sarah Couch, Circulation Services and Policies Coordinator (785-864-8979 or [scouch@ku.edu](mailto:scouch@ku.edu))