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 school students to the KU Libraries in coordination with the Libraries’ Research and Learning Division may request KU Library Borrower Permits for each student who wants to check out library materials at the cost of $4.00 per student.

The KU Libraries will provide:

- A KU Library Borrower Permit for School Group Student (a non-renewable form without a photograph) for each student who submits a valid application form. The student should be prepared to present photo identification in order to use the permit. The Borrower Permit will expire at the end of the current semester: December 15, May 15, or August 15.
- Basic library services – see reverse side of this information sheet for details.

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 full payment for all of the permits requested. **Requirements** to receive borrower permits at $4.00 each:

- Each student who wants to check out books must complete an application form.
- Each application requires a notarized parent or guardian signature, regardless of the age of the student.
- The application forms and payment must be submitted as a group no less than two weeks in advance of the class visit to the library.
- The payment must be submitted as a single check from the school or teacher payable to the University of Kansas.
- Mail completed application forms and payment to: SARAH COUCH, WATSON LIBRARY – ROOM 350, 1425 JAYHAWK BLVD., LAWRENCE, KS 66045.
- Replacement permits cost $4.00 each.

**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, lost (unreturned), or damaged 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 checked out 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 checked out by the student, including compliance with the Libraries’ Policies and Procedures. Please review this information at [https://lib.ku.edu/policies/other-library-users](https://lib.ku.edu/policies/other-library-users). 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, postal mailing address, email address, and primary phone number of the student, 2) name, postal mailing address, email address, primary phone number, and the Kansas Driver’s License number or State of Kansas ID number for the parent or legal guardian. In addition, the notarized signature of the adult parent or legal guardian is required.
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 up to five times via the library website at [https://lib.ku.edu](https://lib.ku.edu), click My Account and log in as instructed on the borrower permit) 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 during hours open to the public
- Borrowing privileges for circulating collections
- On-site use of computers designated as Community 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. 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.

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, Art and Architecture Library, Music and Dance Library, 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.

Copying and Printing

In order to copy or print in the KU Libraries, the user must purchase a Visitor Copy/Print Access pass in $1, $5, or $10 denominations. Black and white prints and copies cost 8¢ each; color prints and copies cost 48¢ each. The passes are for sale in Anschutz Library (exact amount, cash or checks only) and in Watson Library (cash, checks, debit/credit cards). The passes may be used to pay for printing and copying in Anschutz, Art & Architecture, Music & Dance, Spahr Engineering, and Watson libraries.

Instructions for how to use the passes are available at each library service desk. In addition, free scanning is available at most library locations. Bring a USB flash drive with you to save scanned items and electronic content such as articles from e-journals.

TO ASK QUESTIONS

School Group Visits

- See Visiting Students Grades K-12 at [https://lib.ku.edu/visiting-students-grades-k-12](https://lib.ku.edu/visiting-students-grades-k-12) or contact the Research and Learning Division at lib_rldivision@ku.edu.

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

- Sarah Couch, Service Policy Coordinator (785-864-8979 or scouch@ku.edu)