ENGAGEMENT WITH INCOMING/RETURNING STUDENTS
SUMMER CAMPS STUDENTS & STAFF

1. Introduction

As a State of Kansas institution, KU Libraries is dedicated to serving users beyond our campus. We provide support and resources to a variety of summer camps and programs for youth. KU Libraries services provided to summer camp students and staff include:

- Circulation Privileges for Summer Campers
- KU Library Borrower Card Application Process for Summer Campers
- Library Workstation Access and Printing/Copying/Scanning in KU Libraries for Summer Campers
- Wireless Access
- Instruction Services
- Library Instruction Labs

2. Contact Information

For all information concerning summer camp visits to KU Libraries, please contact:

| Sarah Couch, Library Manager | scouch@ku.edu, 785-864-8979 |

3. Services Provided

   a. Circulation Privileges for Summer Campers
      - Must have a KU Library Borrower Card in order to check out items.
      - May have a total of 20 library items checked out at any time.
      - May have a limit of 2 reserve items checked out at any time.
      - May check out long-term loan items (books, etc.) for no longer than the duration of the camp, or in any case, for no more than 6 weeks.
      - May enter Search requests for items not found on the shelves by filling out a KU Libraries User Request Form (“green card”) available at most library service desks.
The KU Library Borrower Card grants only library privileges for circulating collections. The card issued to summer campers does not include the following; see additional information below about possible options for some services:

- Laptop checkout
- Interlibrary Loan and Document Delivery services
- Recalls
- Retrieve from Shelf services
- Library workstation access
- Off-campus or residence hall access to licensed electronic resources
- Printing, copying, scanning
- Wireless access

b. KU Library Borrower Card Application Process for Summer Campers

In order to purchase the KU Library Borrower Card (non-renewable paper card) at the reduced rate of $6.00 per card, several requirements must be met.

- The sponsoring program must accept responsibility for any fines/fees and lost item charges incurred and for the activities of the students while using the KU Libraries. This information must be provided in writing by the director of the program, and may be sent via email message to Sarah Couch (scouch@ku.edu, 785-864-8979).
- No less than three weeks in advance of the program start date, send the following information to Sarah Couch, preferably as an Excel file sent as an email attachment to scouch@ku.edu.
  - Name of each student enrolled in program
  - Student’s home address and email address
  - Name of the parent/legal guardian and the parent/legal guardian’s mailing address and email address
  - To request borrower cards for program staff not already affiliated with the University of Kansas, provide an Excel file that includes the staff member’s name, home address, email address, and beginning and ending dates on campus
- Cards will be available two weeks following the receipt of complete student and staff information and may be picked up at the Watson Library Checkout Desk by a person authorized by the sponsoring program
- Programs purchasing KU Library Borrower Cards will be billed $6.00 for each new and each replacement card. Invoices will be sent following the end of the annual program.

Each camper who is not sponsored by his/her program must meet Kansas residency requirements, provide a current photo ID card, pay $20.00 for the KU Library Borrower Card, and include an application form that requires a notarized parent or legal guardian signature regardless of the age of the applicant. Questions may be directed to Sarah Couch (scouch@ku.edu or 785-864-8979).

Summer programs that do not provide the home address and parent contact information for each program participant will assume responsibility for payment of any overdue fines, lost item replacement charges, and processing fees that may be incurred. Invoices will be sent following the end of the annual program.
c. Library Workstation Access and Printing/Copying/Scanning in KU Libraries for Summer Campers

- For information about authorization to use Library Workstations with a KU login, please contact IT Account Management via email at itaccounts@ku.edu no less than three weeks in advance of your event’s start date. The library will authorize the use of the KU logins for in-library workstations and IT computer labs (not including residence halls).
- If access to printing and copying on Library Workstations is needed, please include this in your request to IT Account Management. The current charge for 8½” x 11” black and white prints is 8₵ per side and 48₵ per side for color copies. KU IT will bill the summer program for all copying and printing.
- Free scanning is available in most library locations; be sure to bring a USB flash drive to store scanned documents. Free scanning from microformat items is available in Anschutz Library with the use of a USB flash drive to store scanned images.

d. Wireless Access

The KU logins provided for access to Library and IT lab workstations also provide the credentials to allow campers to connect to the “JAYHAWK” wireless network. The JAYHAWK wireless network is available in all library buildings and on campus. Additional wireless information, including campus coverage maps, can be found on the KU IT WiFi Overview page.

4. Instruction Services

The staff of KU Libraries can provide library research skills sessions for your program’s students. These sessions include activities such as finding books, articles, and other electronic information; learning successful search strategies; evaluating sources; viewing primary sources; library tours. Library staff will work with you to plan a session that provides students with the desired learning outcomes. Instruction sessions can also be arranged for your instructors and staff to enable them to work effectively with program students. Summer groups will be billed at the rate of $200.00 per hour for instruction sessions.

- Contact information

To request a library research skills session, please contact:

<table>
<thead>
<tr>
<th>Anschutz Library</th>
<th>Sciences, Business, Education, Gov. Documents, Map Library</th>
<th>Bayliss Harsh <a href="mailto:bharsh@ku.edu">bharsh@ku.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Watson Library</td>
<td>Humanities and Social Sciences</td>
<td>Bayliss Harsh <a href="mailto:bharsh@ku.edu">bharsh@ku.edu</a></td>
</tr>
<tr>
<td>Kenneth Spencer Research Library</td>
<td>Kansas Collection, Special Collections, University Archives</td>
<td>Caitlin Donnelly <a href="mailto:cdonnelly@ku.edu">cdonnelly@ku.edu</a></td>
</tr>
<tr>
<td>Murphy Art and Architecture Library</td>
<td></td>
<td>Susan Craig <a href="mailto:scraig@ku.edu">scraig@ku.edu</a></td>
</tr>
<tr>
<td>Music and Dance Library</td>
<td></td>
<td>George Gibbs <a href="mailto:ggibbs@ku.edu">ggibbs@ku.edu</a></td>
</tr>
<tr>
<td>Spahr Engineering Library</td>
<td></td>
<td>Keith Russell (<a href="mailto:krussell@ku.edu">krussell@ku.edu</a>)</td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
<td>Bayliss Harsh <a href="mailto:bharsh@ku.edu">bharsh@ku.edu</a></td>
</tr>
</tbody>
</table>
5. Library Instruction Labs

Library Instruction Labs are located in Anschutz and Watson Libraries. Priority for the use of the labs is for library instruction sessions. Reservations for other events can be made no more than seven days in advance. The configuration and capacity of the library labs is described in Library Instruction Labs and Use Policy. The summer program will be billed at the rate of $12.75 per hour for use of the library labs including setup time.

To determine the availability of the library labs, summer camp staff may contact:

| Brian Moss, Reference Services Manager | bdmoss@ku.edu or 785-864-5841 |

6. Links to Library Resources and Campus Information

An online guide for resources and tools to support high school students, teachers and librarians in the development of writing, research and study skills is available here: http://guides.lib.ku.edu/collegereadiness

- how to find articles
- how to find books
- evaluating sources
- primary source description (video)
- scholarly vs. popular sources
- tour of Watson Library
- tour of Anschutz Library

- KU Libraries home page www.lib.ku.edu
- Library Instruction Labs and Use Policy http://lib.ku.edu/classroom-reservations
- KU Information Technology WiFi Overview http://technology.ku.edu/wifi-overview
- Map of campus libraries and collections www.lib.ku.edu/locations/
- Map of campus and directions to KU http://admissions.ku.edu/directions
- Office of Admissions--campus tours http://www.admissions.ku.edu/
- KU Youth Programs, Activities and Camps http://youthprograms.ku.edu/
- KU Parking information www.parking.ku.edu/