WHERE DO I START MY RESEARCH
To start your research, go to the library homepage at lib.ku.edu.

RESEARCH HELP & CONSULTATION
For research help or to meet for a consultation, go to Ask a Librarian at lib.ku.edu/ask-librarian.

REQUEST ARTICLES, BOOKS & MORE
To request articles, books and more from KU Libraries and other worldwide libraries and institutions, go to lib.ku.edu/services/request. Designate the Edwards Welcome Center as the deliver to location. Contact Acquisitions & Resource Sharing at acqs@ku.edu or 785-864-3960 with questions.

PICKING UP AND RETURNING LIBRARY MATERIALS
Pick up and return library materials at the Edwards Campus Welcome and Success Center in the lobby of the Regents Center Building (913-897-8400). Picked up and returned materials may take 3-5 business days before they appear as checked out or returned on your library account. While library materials are in transit to Lawrence, borrowers may receive overdue notices for the items. Materials are backdated to the date they are returned at the Edwards Campus.

During the semester, book pick up is available:
- Monday through Thursday: 8 a.m.-7:15 p.m.
- Friday and Saturday: 8 a.m.-5 p.m.
- Sunday: 1 p.m.-5 p.m.

During semester break, book pick up is available:
- Monday through Saturday: 8 a.m.-5 p.m.
- Sunday: 1 p.m.-5 p.m.

RENEWING KU LIBRARIES MATERIALS
To renew materials, go to lib.ku.edu. Under “Borrower, Renew, Return,” click My Account and log in. Click the “Renew?” box in front of each item to be renewed, and then click the “Renew Items” button at the bottom of the list. Be certain to review the “Items checked Out” list again to verify renewal. For renewal problems, call the Watson Library Checkout Desk at 785.864-8983 or email libfines@ku.edu.

LIBRARY FINES
For questions about library fines, email libfines@ku.edu or call the Watson Library Checkout Desk at 785-864-8983.

PAYMENT OF LIBRARY FINES
Payment for fines should be made online with a credit card or by mailing a check to the Circulation Business Specialist, Watson Library, Room 350, University of Kansas Libraries, 1425 Jayhawk Blvd., Lawrence, KS 66045. See instructions for online payments at lib.ku.edu/policies/pay-library-charges-online.

HAWKS NEST (REGENTS CENTER 120)
Collaborative and individual study space, vending and lounge includes 18 computer workstations, an ADA accessible workstation, and a multifunction device for printing, copying, and scanning. The Edwards Campus administration controls the use of this space.

The space is open:
- Monday through Thursday: 8 a.m.-10:30 p.m.
- Friday and Saturday: 8 a.m.-5 p.m.
- Sunday: 1 p.m.-5 p.m.

ELECTRONIC EQUIPMENT
Headphones, flash drives, calculators, etc. are available for checkout at the Welcome and Success Center in the lobby of the Regents Center Building (courtesy of the Edwards Campus administration).
PROXY BORROWER CARDS
KU faculty, staff, graduate students, and individuals with special needs may request a Proxy Borrower Card by printing and completing the Proxy Borrower Card Application Form available at https://lib.ku.edu/policies/proxy-policy-application.

Return the form:
- In person to the Circulation Business Specialist in Watson Library
- By mail to Circulation Business Specialist, Watson Library, Room 350, University of Kansas Libraries, 1425 Jayhawk Blvd., Lawrence, KS 66045
- As a PDF attachment in an email sent to the Circulation Business Specialist at libfines@ku.edu

UMKC COURTESY CARDS
KU students, faculty, and staff may request UMKC Courtesy Cards in person at the Watson Library Checkout Desk or with an email to libfines@ku.edu. With email requests, include a postal mailing address for delivery of the Courtesy Card.

VISITOR ACCESS
Visitors may request a guest login at the Welcome & Success Center for use of workstations in the Hawks Nest or in BEST Open Computing (1st floor, east end, BEST building). Visitor printing and copying are no longer available. Bring an external USB device, be prepared to send documents to your email, or to save to a cloud storage account.

NEW KU LIBRARY BORROWER CARDS
Non-KU library users may apply for new KU Library Borrower Cards at the Watson Library Checkout Desk on the Lawrence Campus (must go to Lawrence Campus to get books). For more information, see policy.ku.edu/libraries/library-borrower-card.

RENEWING KU LIBRARY BORROWER CARDS
Renew cards in person at the Watson Library Checkout Desk or request renewal by mail with an email message to libfines@ku.edu or by calling the Watson Library Checkout Desk at 785-864-8983.

COPYRIGHT
For questions about copyright, email copyright@ku.edu or see guides.lib.ku.edu/copyright.

CITATION MANAGEMENT TOOLS AND KU THESIS & DISSERTATION Formatter
For questions about EndNote, Zotero or thesis and dissertation formatting (ETD), see guides.lib.ku.edu/citation and guides.lib.ku.edu/etd, or email endnote@ku.edu.

DATA MANAGEMENT
For assistance with data management plans and library-related aspects of grant proposals, see guides.lib.ku.edu/data or contact Jamene Brooks-Kieffer, Data Services Librarian, at jamenebk@ku.edu or 785-864-5238.

SHARING YOUR SCHOLARSHIP
KU ScholarWorks is the digital repository of the University of Kansas. It contains scholarly work created by KU faculty, staff, and students, as well as material from the University Archives. For more information, see kuscholarworks.ku.edu.

ADDITIONAL FACULTY SERVICES

LINKING TO LIBRARY E-RESOURCES IN YOUR BLACKBOARD PAGE
For linking instructions, see lib.ku.edu/accessing-online-resources or email acqrs@ku.edu.

CLASSROOM INSTRUCTION ON LIBRARY RESOURCES
For classroom instruction, complete the online form at lib.ku.edu/services/instruction-form.

COURSE RESERVE
Although on-site course reserve is no longer available at the Edwards Campus, instructors can request e-books for their course reserve by emailing libcolldev@ku.edu and typing “Edwards campus request” in the subject line.

QUESTIONS?
Operations at Edwards Campus
Michelle Reames at michelle.reames@ku.edu
913-897-8510

Ask a Librarian
lib.ku.edu/ask-librarian

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