



Information from KU Libraries

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. Contact Acquisitions & Resource Sharing at acqrs@ku.edu or 785-864-3960 with questions.

PICKING UP AND RETURNING LIBRARY MATERIALS

Pick up and return library materials at the Regents Center Desk in the lobby (913-897-8400). Picked up and returned materials may take 2-3 business days before they appear as checked out or returned on your library account. 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 the 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 “Borrow, 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 Circulation Business Office, Watson Library, Room 350, University of Kansas Libraries, 1425 Jayhawk Blvd., Lawrence, KS 66045-7544 (ask for online payment handout at Regents Center Desk).

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.

COPYRIGHT

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

VISITOR PRINTING/COPYING ACCESS PASS

A pass for printing/copying on the multifunction device in the Hawks Nest (RC 120) can be purchased at the Regents Center Desk in the lobby. Passes are sold in \$1, \$5, and \$10 denominations. Payment acceptable by cash or check. *This service is provided and maintained by the Edwards Campus administration.*

CITATION MANAGEMENT TOOLS & KU THESIS & DISSERTATION FORMATTING

For questions about EndNote, Zotero or thesis and dissertation formatting (ETD), see guides.lib.ku.edu/citation/endnote and guides.lib.ku.edu/etd, or email endnote@ku.edu.

ELECTRONIC EQUIPMENT

Headphones, flash drives, calculators, etc. are available for checkout at the Regents Center Desk in the lobby (*courtesy of the Edwards Campus administration*).

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 lib.ku.edu/policies/ku-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.

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.

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 lib.ku.edu/policies/proxy-borrower-cards.

Return the form:

- In person to the Circulation Business Office in Watson Library
- By mail to Circulation Business Office, Watson Library, Room 350, University of Kansas Libraries, 1425 Jayhawk Blvd., Lawrence, KS 66045-7544
- As a PDF attachment in an email sent to the Circulation Business Office at libfines@ku.edu



DATA MANAGEMENT

For assistance with data management plans and library-related aspects of grant proposals, 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/linking-directly-electronic-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
Jennifer Mellenbruch at jmellenbruch@ku.edu
913-897-8571

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