LIBRARY VISITS BY AREA HIGH SCHOOL STUDENTS

University Libraries welcome visits by area high school students. In order for the visit to be as meaningful and productive as possible for the students, please observe the following:

GUIDELINES

• The school should fill out the high school visit form from the Library webpage. The link is: http://www.wiu.edu/libraries/instruction/highschool.php. For other questions, contact Access Services Unit Coordinator (298-2759 or J-Hannen@wiu.edu).

• We ask that you limit the group to 30 students at times other than the week prior to university final exams or during finals week.

• At least a week in advance of the visit, Access Services will send you a form to be completed by the student’s parent. The forms should be returned on the day of the visit and library cards will be issued to each student.

• Students are restricted to a 5-book limit for a 4-week check-out, and no renewals are allowed.

• It is the parent’s responsibility to ensure that all borrowed materials are returned to the WIU Library on time.

• Parking services request that school buses park in Q Lot next to Western Hall.

Revised: 09/24/2014
Approved by Dean of University Libraries