

## High School Visits to McIntyre Library

McIntyre Library welcomes visits from high school groups. When space availability and staff resources permit, we can reserve computer space and/or arrange for library staff to provide an orientation to the library. We also invite campus Admissions staff to greet the students and provide a 5-10 minute overview to the University of Wisconsin-Eau Claire.

To ensure a productive visit, we offer these guidelines:

### Scheduling your visit:

- Please contact the library to arrange a visit. We have a limited number of computers available for non-UW-Eau Claire library visitors. We will need to know the following:
  - Date and time of expected arrival
  - Time of expected departure
  - Number of people in your group
  - Will you be expecting your students to check out materials?
  - Do you wish to have library staff meet with your group?

If you would like to have library staff meet with your group and/or would like to reserve a library computer lab for your students, please contact Library Reference (715-836-3858) or email [vandezjl@uwec.edu](mailto:vandezjl@uwec.edu) to make arrangements.

### Preparing for your visit:

- Consider having your students search the library catalog prior to your visit to maximize their productivity once they arrive at the library.
- Consider bringing paper, or flash drives to save library search results. (Printing in the library is free, but you must provide your own paper). A free scanner is also available. Students can scan book pages or images and send them to their email or save to a flash drive.
- If your students will be checking out materials, make arrangements to do so (see below).

### Checking out books and/or other materials:

- To check out materials, we require a UW-Eau Claire campus ID card (Blugold card) or an off-campus user card.
- For high school groups, we will make arrangements for a teacher to check out all student materials on one off-campus user card. To obtain an off-campus user card, please stop by the Library Circulation Desk upon your arrival. Because it can take time to prepare the card, we ask that you do this well before your scheduled check-out and departure time.

We require:

- payment of a \$20 fee
- presentation of a form of picture ID
- a letter, printed on school letterhead and signed by the school principal, stating the following:

To McIntyre Library:

[*Teacher's name*] will be bringing students from [**name of school**] to visit UW-Eau Claire's McIntyre Library on [*date*]. The students should be allowed to check out materials following McIntyre Library procedures.

[*Name of school*] will be responsible for the return of and/or charges associated with any materials borrowed by our students on this day.

[*Name and signature of principal*]

**Note:** If you already have an off-campus user card, make sure that it is up-to-date. (They expire every two years).

#### **Checking out books and/or other materials, continued:**

- Borrowing periods for various materials are posted at <https://library.uwec.edu/using-the-library/services/services-students/borrowing-renewing-returning/>
- The school is responsible for any fines incurred by late, damaged or lost materials. If you wish to renew a book for a student, please contact Kong Yang, Circulation Manager, at 715-836-3857 or [yangkong@uwec.edu](mailto:yangkong@uwec.edu)
- Your school is responsible for returning materials to McIntyre Library. They can be mailed or delivered directly to McIntyre Library. Many school and public libraries participate in a statewide library courier system. Check with your library to see if they are able to return your materials to us through this system and be sure to find out how quickly they will return them to us. Materials must physically be in our library by their due date to avoid overdue fines.

We look forward to your visit! If you have questions, please contact the library.

Contact: Jenna Vande Zande [vandezjl@uwec.edu](mailto:vandezjl@uwec.edu) or 715-836-3421