

## **UNL – High School Users Program**

The growing demand for information and the added need to provide a wide variety of resources have created an increased awareness of the importance of developing strong information skills and strategies among our students. The University of Nebraska - Lincoln Libraries offer a program to public and private school teachers and media specialists that allows their students to borrow materials from the UNL Libraries. The High School Users Program is provided as a courtesy to schools that feel their students would benefit from being able to do research at a major university library. High School enrollment will be valid from September 1 to May 1 of each school year; students will only be able to use material in-house after May 1.

Copies of both the contact person form and the student form are available online through the UNL Libraries website. The student form must have both the student's and the contact person's signature, and a parent's signature is optional. Please feel free to reproduce as many copies of any form as needed. ***It is the responsibility of the contact person to be sure that the students using the program understand the guidelines. Any financial obligation not met by students at the end of the school's academic year becomes the responsibility of the high school and needs to be resolved prior to the next academic year. University of Nebraska-Lincoln Libraries reserve the right to restrict participation in this program by student or school.*** Take the time to go over the policies so that each student understands his or her part. The contact person should also monitor the return of materials in a timely manner and payment of fines for overdue, lost, recalled or damaged University Library materials.

Please return the forms as soon as possible.  
Circulation Desk  
High School Program Coordinator  
104 Love Library  
University of Nebraska-Lincoln  
Lincoln, NE 68588-4102

Please allow 48 hours for processing of forms and creation of a library record. Once the student is enrolled, he or she will be able to check out research materials with proper picture identification such as a Learners Permit, school ID card or Drivers License. Her/his IRIS record will serve as a virtual library card. Large groups that arrive unexpectedly can not be guaranteed immediate enrollment. Individual students may obtain enrollment at the circulation desk during business hours as long as they have proper identification, a completed student form, and the school contact form is on file.

Library staff will offer groups a basic tour of the resources available in the library and how to find them. If you are interested in a tour, please contact the Circulation Department at (402) 472-7696 or (402) 472-9568 and ask for the High School Program Coordinator. The contact person is responsible for notifying Circulation of the date and time of arrival of your group. Tours are available for scheduling Tuesday through Friday, 8 a.m. to 5 p.m. Even if you do not require a tour, it is in your best interest to inform us of your visit so that additional staff can be available if needed.

- This program is provided as a community courtesy to schools.
- Students must be at least 16 years old and be enrolled in a private or public school.
- Students eighteen or older who are still in high school will be part of this program.
- If left unpaid, all accrued student fines will ultimately be the responsibility of the school.
- All forms must be filled out properly and signed.

The UNL Libraries is ADA accessible. Please feel free to request additional services for those who may need it.

Forms and additional information about the program are available on our website: <http://iris.unl.edu/>. Click on *Services* and choose *High School Users Program*.

