



University
of Wyoming
LIBRARIES

**TEACHER'S
GUIDE**
UW Libraries
Dept. 3334
Laramie, WY 82071
(307)766-2070 (Reference)
(307)766-3190 (Circulation)

Welcome to the University of Wyoming Libraries

We are pleased to welcome you and your students to the University Libraries. Your students are important to the future of the University of Wyoming and we want to make their visit here successful. In order to make your students' library experience easier and more productive, we have put together this pre-visit guide for your convenience.

Please let us know when you are coming. We need time to schedule the classroom and an instruction librarian; two weeks notice is preferable. If we have received your completed student registration forms in advance, we can have the library cards ready at the circulation desk. Remember, even if you are just spending an hour here, it takes us time to issue library cards and we need to make sure we have enough people on hand to help you.

Schools are expected to provide adequate adult supervision. At least one adult per ten students is recommended. Your packet contains supplemental information explaining our circulation policies and loan periods as well as a schedule of library hours. If any students with disabilities will be part of your school visiting group please let us know so that we will be better able to provide full services.

Reference Services

If you have a limited amount of time in the library, you can access the library catalog through the Internet (<http://www-lib.uwyo.edu>) before your visit. Here you can explore the varieties and scope of materials available at the University Libraries.

If you have more time, we are available to give your students an interactive introduction to our library. We have an electronic classroom suitable for this type of hands-on training. We usually cover locating books and journals in our catalog and finding articles in electronic databases. This general orientation usually takes about an hour. We are very willing to work with you to tailor the orientation to meet you and your students' research needs.

Please call the Coe Reference Desk to schedule an orientation session.
(307) 766-2070

Circulation Services

Borrowing Privileges: Students may borrow a maximum of 50 books at a time. The loan period for books is 28 days. Students may renew twice if no one else has requested the book. Borrowers may renew directly from the library catalog or by phone. Bound periodicals circulate for 3 days only and may not be renewed. Your students may wish to photocopy articles in the library instead of checking out bound periodicals. Copy cards are for sale in the lobby of Coe Library and can be used for photocopying and printing from the library catalog and Internet sites.

Registration: Any student who wishes to check out library materials will need to apply for a library card. There is no charge for borrower registration. Included in this packet you will find an application for a UW Libraries card.

Please have your students print or type:

- Name of student
- Student's mailing address
- Student's social security number
- Student's phone number

The parent or guardian is responsible for any charges assessed for lost or damaged books. All students under 18 years of age must have a parent or guardian sign the form and must include:

- Parent or guardian's social security number
- Photocopy of the parent or guardian's driver's license – not required if parent or guardian is present at time of application.
- Parent or guardian's email address (optional)

The students' borrower registration is valid until May 20th and must be updated annually with a new registration form until the student is 18 years old. Students must notify the library of any change of address. This may be done by phone, mail, email, or fax. Library cards may be used at any of the libraries on campus.

Remember: Students may borrow materials only if there is a current registration form on file.

You may mail or fax the registration forms to us:

**The University Libraries
Coe Library, Circulation Desk
University of Wyoming
Dept. 3334
Laramie, WY 82071-3334
(307) 766-3190
Fax : (307) 766-2510**

Thank you for helping us make your visit successful!

UW LIBRARIES PARENTAL PERMISSION FORM

Before a minor (under age 18) can borrow books from the UW Libraries, a parent or guardian must complete this form, and either accompany the minor to the library with a government issued photo ID or send a photocopy of the ID along with this form. This permission expires annually on May 20th and a new form must be signed and submitted each year. Notices will be sent to the parent or guardian via email if an address is provided.

(Please print)

Minor's Name (printed) _____

Parental Permission--To Be Signed by Parent or Guardian

I accept responsibility for any materials checked out by the above listed minor. This includes any charges and fees incurred for overdue, lost or damaged materials.

Parent/Guardian Signature _____

Parent/Guardian Name (printed) _____

UW W Number or Driver's License Number _____

Parent/Guardian Address _____ Phone _____

City _____ State _____ Zip _____

Parent/Guardian E-mail Address _____

Staff use only - Enter parent's name & SSN in the patron's note

A9# _____

Staff Initials _____

Date _____

I.D.