



University
of Wyoming
LIBRARIES

**WORKSHOP
GUIDE**
UW Libraries
Dept. 3334
Laramie, WY 82071
Phone (307) 766-3190
Fax (307) 766-2510

The Libraries at the University of Wyoming welcome you and your workshop participants. We have put together this pre-visit guide for your convenience and to help make your visit to the University Libraries successful.

Reference Services

Orientation sessions in our electronic classroom are available to teach your group about library research and how to use our catalog and other databases. Please call the Coe Reference desk (307-766-2070) to schedule a session or for more information about this service.

Circulation Services

Library Cards: Workshop participants who wish to check out library materials must apply for a library card. Library cards may be used at any of the Libraries on campus. There is no charge for borrower registration. Included in this packet you will find applications for UW Libraries cards for both adult and minor participants.

Please have adult workshop participants fill out the application for a UW Libraries Card. Participants must provide a photocopy of their valid driver's license or other government issued photo ID. A photocopy is not required if the participant presents their photo ID at time of application.

The parent or guardian of workshop participants under 18 years of age is responsible for the minor's library account and any charges assessed on that account. All workshop participants under 18 years of age must submit an application for a UW Libraries Card and have a parent or guardian sign the form. The parent or guardian must also submit a photocopy of their driver's license or other government issued photo ID.

Borrowing Privileges: Workshop participants may borrow a maximum of 50 books. The loan period for Workshop participants who are Wyoming residents is 28 days. The loan period for Workshop participants who are not Wyoming residents may be up to 28 days, but not past the last day of the workshop. Your students may wish to photocopy articles in the library instead of checking out bound magazines or journals, since these materials circulate for 3 days only and may not be renewed. Copy cards are for sale at the circulation desk for photocopiers and printing from the catalog and Internet sites.

Overdue Fees: The UW Libraries assess a \$5 billing fee per item for all library materials that become overdue by 28 or more days.

Workshop participants may borrow materials only if they have a current library card.

All borrowed materials must be returned 24 hours prior to the last day of the workshop.

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**

Application for Workshop Borrowing Privileges

Please fill out the appropriate section completely. Adult participants and the parent/guardian of minor participants must attach a photocopy of a government issued photo ID.
Borrowing privileges expire on the last day of the workshop.

This section to be completed by adult workshop participants (18 or older)

(Please print)

Name _____

UW W Number or Driver's License Number _____

Campus Address _____ Phone _____

Permanent Address _____ Phone _____

City _____ State _____ Zip _____

E-mail Address _____

Workshop name _____

Last Day of Workshop _____

Are you a Wyoming resident? Yes No

This section to be completed by the parent/guardian of minor workshop participants (under 18)

(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 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 _____

Workshop name _____

Last day of Workshop _____

Staff Use Only

A9# _____ Staff Initials _____ Date _____ ID