Malpass Library

Policy on Visits to the Library by Area High Schools

Revision Date: 2/09

The following guidelines are to be followed when area high schools visit the Library:

• The school should fill out the high school visit form from the Library webpage. The link is: https://www.wiu.edu/library/forms/access/highschool/request.sphp. For questions, call Access Services Unit Coordinator, (298-2759).

• In order for the visit to be as meaningful and productive as possible for the students, as well as causing the least possible inconvenience for our regular patrons, we suggest the visiting group not exceed 30.

• No groups should visit the library the week prior to 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.

• No food is permitted in the Library. Drinks are only permitted if they are in acceptable spill-proof containers.

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