WHERE DO I START MY RESEARCH
To start your research, go to the library homepage at lib.ku.edu.

RESEARCH HELP & CONSULTATION
For research help or to meet for a consultation in the Hawks Nest, RC 120B, contact Karna Younger at karna@ku.edu or 913-897-8556 or visit Ask a Librarian at lib.ku.edu/ask-librarian.

VIRTUAL LIBRARIAN CONSULTATION
An office equipped with a computer and phone is located in the Hawks Nest (Regents Center 120). Contact a librarian by chat, email, text or phone. This space is available whenever the Hawks Nest is open; please see lib.ku.edu for specific availability of virtual support.

ORDERING OR RECEIVING KU LIBRARY MATERIALS
To request materials, go to lib.ku.edu/services/request. Call Resource Sharing at 785-864-3964 or email illlend@ku.edu with questions.

ORDERING OR RECEIVING INTERLIBRARY LOAN MATERIALS
To request materials, go to lib.ku.edu/services/request. Call Interlibrary Loan at 785-864-3960 or email illlbor@ku.edu with questions.

RENEWING KU LIBRARIES MATERIALS
To renew materials, go to lib.ku.edu. Under “Borrow, Renew, Return,” click My Account and log in. Click the “Renew?” box in front of each item to be renewed, and then click the “Renew Items” button at the bottom of the list. Be certain to review the “Items Checked Out” list again to verify renewal. For renewal problems, call the Watson Library Checkout Desk at 785-864-8983 or email libfines@ku.edu.

PICKING UP AND RETURNING LIBRARY MATERIALS
Pick up and return library materials at the Regents Center Desk (913-897-8400) in the lobby. Picked up and returned materials may take 2-3 business days before they appear as checked out or returned on your library account. Materials are backdated to the date they are returned at the Edwards Campus.

During the semester, book pick up is available:
• Monday through Thursday: 8 a.m.–7:15 p.m.
• Friday and Saturday: 8 a.m.–5 p.m.
• Sunday: 1 p.m.–5 p.m.

During the semester break, book pick up is available:
• Monday–Saturday: 8 a.m.–5 p.m.
• Sunday: 1 p.m.–5 p.m.

LIBRARY FINES
For questions about library fines, email libfines@ku.edu or call the Watson Library Checkout Desk at 785-864-8983.

PAYMENT OF LIBRARY FINES
Payment for fines should be made online (ask for handout at RC Desk) with a credit card or by mailing a check to Circulation Business Office, Watson Library, Room 350, University of Kansas Libraries, 1425 Jayhawk Blvd., Lawrence, KS 66045-7544.

HAWK’S NEST (REGENTS CENTER 120)
Collaborative and individual study space and lounge houses KU Libraries’ research support and the Writing Center. Technology includes 18 new computer workstations, an ADA accessible workstation and a multifunction device for printing, copying and scanning. New vending options will be available Spring 2016 in the Hawks Nest.

The space is open:
• Monday–Thursday: 8 a.m.–10:30 p.m.
• Friday and Saturday: 8 a.m.–5 p.m.
• Sunday: 1–5 p.m.
**ELECTRONIC EQUIPMENT**
Headphones, flash drives, calculators, etc. are available for checkout at the Regents Center Desk in the lobby.

**VISITOR PRINTING/COPYING ACCESS PASS**
A pass for printing/copying on the multifunction device in the Hawk’s Nest (RC 120) can be purchased at the Regents Center Desk in the lobby. Passes are sold in $1, $5, and $10 denominations. Payment acceptable by cash or check.

**ENDNOTE OR KU THESIS AND DISSERTATION Formatting**
For questions about EndNote or thesis and dissertation formatting, see guides.lib.ku.edu/citation/EndNote and guides.lib.ku.edu/etd, or contact Pam Rooks at pamrooks@ku.edu.

**NEW KU LIBRARY BORROWER CARDS**
Non-KU library users may apply for new KU Library Borrower Cards at the Watson Library Checkout Desk on the Lawrence Campus (must go to Lawrence Campus to get books). For more information, see lib.ku.edu/policies/ku-library-borrower-card.

**RENEWING KU LIBRARY BORROWER CARDS**
Renew cards in person at the Watson Library Checkout Desk or request renewal by mail with an email message to libfines@ku.edu or by calling the Watson Library Checkout Desk at 785-864-8983.

**UMKC COURTESY CARDS**
KU students, faculty and staff may request UMKC Courtesy Cards in person at the Watson Library Checkout Desk or with an email to libfines@ku.edu. With email requests, include a postal mailing address for delivery of the Courtesy Card.

**PROXY BORROWER CARDS**
KU faculty, staff, graduate students and individuals with special needs may request a Proxy Borrower Card by printing and completing the Proxy Borrower Card Application form available at lib.ku.edu/policies/proxy-borrower-cards.

Return the form:
- In person to the Circulation Business Office in Watson Library
- By mail to Circulation Business Office, Watson Library, Room 350, University of Kansas Libraries, 1425 Jayhawk Blvd., Lawrence, KS 66045-7544
- As a PDF attachment in an email sent to the Circulation Business Office at libfines@ku.edu
- By fax to 785-864-8986, Attention: Circulation Business Office

**COPYRIGHT**
For questions about copyright, email copyright@ku.edu or see guides.lib.ku.edu/copyright.

**DATA MANAGEMENT**
For assistance with data management plans and library-related aspects of grant proposals, contact Jamene Brooks-Kieffer, Data Services Librarian, at jamenebk@ku.edu or 785-864-5238.

**SHARING YOUR SCHOLARSHIP**
KU ScholarWorks is the digital repository of the University of Kansas. It contains scholarly work created by KU faculty, staff and students, as well as material from the University Archives. For more information, see kuscholarworks.ku.edu.

**ADDITIONAL FACULTY SERVICES**

**CLASSROOM INSTRUCTION ON LIBRARY RESOURCES**
For classroom instruction, complete the online form at lib.ku.edu/services/instruction-form or contact Karna Younger at karna@ku.edu.

**LINKING TO LIBRARY E-RESOURCES IN YOUR BLACKBOARD PAGE**
For linking instructions, see lib.ku.edu/linking-directly-electronic-resources or email eaid@ku.edu.

**COURSE RESERVE**
Although on-site course reserve is no longer available at the Edwards Campus, instructors can request e-books for their course reserve by emailing libcoldev@ku.edu and typing “Edwards campus request” in the subject line.

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**QUESTIONS?**
Research & Instruction  
Karna Younger at karna@ku.edu | 913-897-8556

Operations  
Jennifer Mellenbruch at jmellenbruch@ku.edu  
913-897-8571

Jeremy Horkman at jhorkman@ku.edu  
785-864-8948