

## HIGH SCHOOL GROUP VISITS

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Malpass Library encourages visits by area high school classes. In order for the visit to be as meaningful and productive as possible for students, please follow the guidelines below:

- Someone from the school should fill out the high school visit [form](#), at least two weeks prior to the visit.
- Please limit groups to 30 students.
- Visits may be scheduled whenever the Library has sufficient staff. However, due to WIU student needs, we do not schedule high school visits during the week preceding final exams or during the week of finals.
- If students will want to check out books, please indicate that on the form, so that we will know to send library card applications for parents to complete. These must be returned by the day of the visit, so that library cards can be issued to each student.
- Students checking out books MUST show a valid photo ID in addition to their library card.
- Students are allowed up to 5 books for a 4-week check-out. Renewals are not permitted.
- Parents are responsible for seeing that all borrowed materials are returned to Malpass Library on time.
- Parking Services requests that school buses park in Q Lot next to Western Hall.
- For additional information, contact Access Services Unit Coordinator (298-2759 or [GW-Phelps@wiu.edu](mailto:GW-Phelps@wiu.edu)).

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Approved by Dean of University Libraries