What is the UNL Libraries - High School User Program?
It is a program which the University of Nebraska Libraries offers to high school students so that they may have the hands on experience of using one of the largest research facilities in the Midwest.

Who can use the program?
You must be at least sixteen years old and a high school student.

How long does the program run?
UNL - High School Library User program runs from September 1 of the current year to May 1 of the next year. In the summer you are allowed to use our library but you will not be able to check out books until the next program session begins in the fall.

Who do I contact to enter the program?
Contact the High School Program Coordinator.

Contract Forms:
We will have contract forms for you and your students to sign before you enroll into the program to ensure students and the high school know UNL library polices. **Contracts must be finished a week prior to visit.** If the forms cannot be provided prior the visit please contact the coordinator for additional ways to submit student information. Contracts can also be downloaded electronically at [http://libraries.unl.edu/highschool](http://libraries.unl.edu/highschool).

How do I connect to UNL’s wireless internet?
First you have to connect to Wi-Fi **UNL-Wireless-Registration** once connected open a browser window. It should automatically load the registration page. Follow the prompts and once finished wait 10 minutes before you connect to Wi-Fi **UNL-AIR**.

You can also register from a computer that already has a UNL internet connection by following this page: [http://wireless-reg.unl.edu/](http://wireless-reg.unl.edu/). Select Visitor Registration and then click the “Register a card,” in big red letters. Follow the prompt to finish registration. If you have any problems you can contact the help center: 402-472-3970.

How do I find Scholarly Journals?
You will use the Academic Search Premier (EBSCO) database in the E-Resources page located on our main libraries web page. Also, remember to refine your results with “Full Text,” and “Scholarly (Peer Reviewed) Journals.” Starting your search with broad terms and then limiting it with Subject Terms and Thesaurus Terms can help you find information faster.

I can’t find articles using Academic Search Premier (ASP)
Sometimes ASP will not have the information you are looking for. However, we have other databases that can help. You can search databases by title from the E-Resources page. Find a database that is similar to your topic. (ex. Topic: Music and the Brain. Search for Science, Music, or Cognitive Science databases) [http://unl.libguides.com/researchtools](http://unl.libguides.com/researchtools)

How do I find books in the library?
Use the Encore search engine on the libraries main page to find books within the library. Remember to set limiters to your Location: Love Library, and your Format: Print Material. If you don’t you might find a book from a different library or a book you can’t check out!

If I can't check out a Journal/Magazine, what can I do?
Copy the article! Copy machines are located throughout the library; it costs $.10 per page. You can copy chapters out of books too. In addition to photocopying, many journals are now offered electronically which can be saved to a USB, emailed as an attachment, or printed out at the circulation desk for $.09 per page.
How do I check out books?
Since you will not have a library card you will need a form of identification such as a Driver’s License or a High School Student ID. At the front desk a staff member will ask for your library card you will tell them you are a High School User and promptly provide your ID.

How many books can I check out?
You may have 10 books on your library record at one time. Books are checked out for 4 weeks at a time. Current and Bound Periodicals (Journals & Magazines) cannot be check out.

How do I renew my books?
You can renew books by phone any time the library is open. Call us at 402-472-9568. Be sure to write down the new due date. You can also come into the library and ask for your books to be renewed.

How much are fines?
When books go overdue they accrue a .25 cent fine for each book everyday they are overdue. If you lose a book or your books are checked out for too long you will have to pay $140.00 for each book.

Who is responsible for the fines on the books I have checked out?
The Student! If they do not return all books that are on their record by May 1 of the current academic year, the school's contact person will be notified that there are "missing" books or have library fines. This may keep students from graduating from High School and it may also block their registration at the University of Nebraska.

How do I return my books?
You have to return your books to the Love Circulation Desk and ask for a return receipt. Do not return books to the outside book bins or to other libraries such as Bennett Martin. Your parents or a friend can also return your books just make sure they know to get a return receipt.

What is a Return Receipt?
This receipt proves that you've returned your books. It also will tell you if you've accrued any fines. You will need to pay all fines, regardless of the amount, before May 1 of that year.

The contact person at my High School informed me they received a notice in the mail or an email saying I have overdue books, but I know I returned them.
This is why you ask for a receipt. You will need to bring in your receipt to show that you did return them. If you forgot to get a receipt, and we are unable to find the book(s) in the library, you will be responsible for replacement costs.

Oops! It turns out that I didn't return my books. Where can I pay my fine?
You can pay all fines (for overdue or recalled items, damaged or lost books) at the Circulation Desk, Love Library anytime we are open.

Questions Call:
Circulation Desk: 402-472-9568

Library Hours:
http://libraries.unl.edu/hours

Mailing Address:
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1300 R St
Love Library, Rm 104
University of Nebraska - Lincoln
Lincoln, Nebraska 68588-4102