

Southeast Missouri State University
One University Plaza
Cape Girardeau, MO 63701
<http://www.semo.edu>

Kent Library Area High Schools

Information about Library Instruction



Experience Southeast...Experience Success

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<http://library.semo.edu>

Kent Library
One University Plaza – Mail Stop 4600
Southeast Missouri State University
Cape Girardeau, MO 63701
Phone: (573) 651-2232
Fax: (573) 651-2666

Library Instruction

Area High Schools are invited to take advantage of the Library's instruction program. Librarians can tailor instruction to the needs of a class and can assist in locating and using college-level resources.

Class size is restricted to 30 students or less. High Schools may bring one class, per school, per day. To accommodate larger groups you will need to schedule multiple days for instruction.

Arrangements for library instruction can be made by contacting the Coordinator of Information Literacy at (573) 986-6793 or the Reference Desk at (573) 651-2230 no less than two full weeks in advance of the desired date.

Visit the online *Walking Tour of Kent Library* to get a quick overview of the Library's services and resources, and where they are located: <http://library.semo.edu/learn/infolit/kltour1.htm>

Checking Out Library Material

Borrowing Requirements

To check out items, students must be at least 16 years of age, present a valid Missouri driver's license or other form of photo identification with a Social Security number, and fill out a local patron borrowing privileges application form.

High School teachers should make sure that their students fill out an application form and submit it one week prior to the scheduled visit in order to avoid a lengthy materials checkout process.

Local Patron Borrowing Privileges Application

The form is available online at the Library's website: http://library.semo.edu/get/forms_and_policies.shtml

Mail or fax completed forms to the Kent Library Circulation Desk (contact information is located on the front cover).

Access to Online Subscription Databases

Area High Schools

Students will have access to the Library's online subscription databases during the instruction session.

Dual Credit/Dual Enrollment High School Students

Dual credit students can log in to any open lab computers on campus. Access to the Library's online subscription databases, such as *Academic Search Premier*, is also available off-campus. Students will be prompted for a login. Databases are available via the Library's website: <http://library.semo.edu/find/articles.asp>

Interlibrary Loan

Local patrons can request items located in other libraries. Requests, however, will be processed as time allows. Southeast Missouri State University students' requests will be given first priority. Local patrons may be charged a copyright royalty fee.