Access Privileges for High School Students and Teachers

Information Services

Last updated September, 2014

Students and teachers at all high schools in the City of Richmond, Henrico County, Chesterfield County and Hanover County may be eligible for borrowing privileges at Virginia Commonwealth University Libraries. To borrow materials, the librarian, media specialist, or other high school library administrator must first register their school library with VCU Libraries. They can then issue students and teachers single-use borrowing passes good for borrowing up to five items at a time from VCU Libraries. Students and teachers may be issued more than one borrowing pass by their high school librarian during the academic year. Books are loaned for 28 days, and may be renewed unless requested by another patron. Each high school is financially responsible for damage fees and lost material fees on items borrowed by their students or teachers.

Lending to High School students and teachers

Students and teachers at local high schools who partner with VCU Libraries may borrow up to 10 books at a time, for 28 days. They will receive a loan receipt via the email address provided upon registration. This loan receipt will include the title of each book borrowed and the due date. We encourage patrons to keep the email as a reminder of the due date. We will also send a courtesy email reminder 3 days prior to the due date and another the day the books are due. Students are allowed one renewal for an additional 28 days. To renew a book the student may call Information Services at 804 828-1111 before the due date. High school librarians will also receive a monthly activity report of items loaned.

Fines and Fees

Fines and fees are established to enforce the circulation policies of the VCU Libraries, ensuring that all borrowers have an equal opportunity to use the collections. Overdue fines are charged for books which have not been returned by the due date. Overdue fines accrue at $ .25 per day per item. The maximum overdue fine per book is $10. If a book is not returned by 42 days past the due date, it will be considered lost and a replacement fee will be assessed. The base replacement fee for books from the collection of Cabell Library is $80, and for books from the collection of Tompkins-McCaw Library, it is $150. If such a book is returned after being labeled as lost, the replacement fee is removed, and the school will be responsible for the non-refundable processing fee of $10 for each lost/returned item and the maximum overdue fine of $10. Books which are damaged while on loan will be assessed for the cost of repairs.
Group Visits, Orientations and Tours

- Group visits by high school classes are limited to periods in which VCU classes or exams are not in session. These times fall primarily in October, January, March, and May. Group visits must be scheduled by the high school librarian at least two weeks in advance by contacting Donna Coghill at VCU Libraries at (804) 828-6554.
- Group visits must be arranged by the high school librarian, who will decide whether the VCU Libraries are needed for the assignment. Teachers who request tours or instruction will be asked to have their librarian contact us.
- Library instruction will be conducted by the high school librarian. If needed, VCU Libraries staff may assist the high school librarian by sharing teaching materials or other aids.
- Each visiting group must be well supervised. A ratio of at least one adult for each twenty students is suggested.

Hours

High school students and teachers may individually visit VCU Libraries at any time when the libraries are open; current hours are posted online. Students and teachers with a current academic ID may use our guest access computer workstations to make use of our electronic resources, such as databases, and electronic journals and books, for one hour per day. High school students can also use public computers in Cabell Library on Saturdays, when, space permitting, Information Services staff can log them in for an extended basis; this access is for academic use only. After 10 p.m., Sunday - Thursday, an ID check is in effect and only members of the VCU community or students enrolled at other universities may access Cabell Library. VCUCard IDs must be shown for entrance at this time.