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| Libraries, Research and Learning Resources (LRLR)  ‘Step into University Libraries’: visits for local schools |

Welcome to the University of Nottingham libraries. Please use this form to arrange for your students to take the opportunity to visit and research their subject area in a Higher Education library, utilizing a large collection of print resources.

We have eight libraries across five campus sites:

* **Business***1*:Business, Management
* **Denis Arnold***5*:Music
* **Djanogly Learning Resource Centre***1*: Computer Science, Education
* **George Green***5*: Engineering, Mathematics, Science
* **Greenfield Medical***3*: Medicine, Health Sciences
* **Hallward***5*: Arts, Humanities, Law, Social Sciences
* **James Cameron-Gifford***4*: Biosciences, Veterinary Medicine
* **Manuscripts & Special Collections***2*\*

*Jubilee Campus1, King’s Meadow Campus2, Queen’s Medical Centre3, Sutton Bonington4, University Park5*

*\*Please note visits to MSC will need to be arranged directly with the* [*service*](http://www.nottingham.ac.uk/manuscriptsandspecialcollections/index.aspx)*.*

* Up to three libraries can be visited on a single date *(excl. James Cameron-Gifford)*
* We encourage enquiries to be made well in advance; at least three weeks’ notice is preferred for groups under 20 and two months’ notice is obligatory for groups above 20
* Groups of more than 50 will be required to visit on two separate dates
* We unfortunately cannot schedule visits during our busiest times of the year. If possible, dates within [University vacation](http://www.nottingham.ac.uk/about/keydates/dates1516.aspx) are preferable, although acceptable months are November-December, February to April, and July until early September.
* All groups must be accompanied by leaders or teachers. Their responsibilities are detailed in Section 2 of the University’s [Guidance on arrangements for Protection of Children and Vulnerable Adults](http://www.nottingham.ac.uk/engineering/documents/outreach/forms/childvulnerableadultprotectionpolicy(april2009).pdf) (PDF)

Further information about school group visits to the library: <http://www.nottingham.ac.uk/library/using/visitors/index.aspx>

Further information about the UoN libraries themselves: <http://www.nottingham.ac.uk/library>, with a link to NUsearch, our library catalogue.

General visitor information, including maps and directions: <http://www.nottingham.ac.uk/about/visitorinformation/information.aspx>

In order to arrange a visit, please complete this form and return it to Jane Freeman in the Teaching and Learning Support Team at [jane.freeman@nottingham.ac.uk](mailto:jane.freeman@nottingham.ac.uk) who will liaise with you over the arrangements.

We look forward to seeing you here!

**Visitor details**

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| Institution: | Contact name and number: | | |
| Desired date of visit:   * *Incl. Nov-Dec, Mar-Apr, late June-early Sept* | **Estimated arrival and departure**  **times:**   * *offered from 9.30am onwards* | | |
| Number of students: | **Number of accompanying staff:** | | |
| Year Group /Age of students:  *i.e. Year 12, aged 16-17* | **Type of visit** | | |
| **EPQ** | **AS/A-Level** | **Other** |
| Accessibility and learning needs:   * *please specify if any visitors will require additional support* | | | |

**Content of library visit**

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| Please complete the appropriate column for your chosen visit type | | |
| Extended Project  Qualification | **General AS or A-Level** | **Other**  e.g. Crest, NEA |
| Please indicate which of the libraries you wish to visit | | |
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| Please give details of students’ project topics, or subject areas of interest | | |
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| Would you like an orientation tour of the library building(s)?  *(approx. 20mins)* | | |
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| Will the students require training by Teaching & Learning staff on using the library catalogue and resources effectively *(approx. 20mins)* | | |
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| How much independent research/exploration time would be ideal? | | |
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| Optional session with an academic member of staff:  A talk, workshop, Q&A, or presentation  *e.g. applying for university, studying at HE level, academic research, questions on specific subjects (approx. 30-45mins)*  *Please note this option must be for five students or more and is not always available.* | | |
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| If you have requested an academic session, but one is not available on your chosen date, are you happy to visit without it? | | |
| Yes | **No** > please discuss alternative dates | **No** > please cancel visit on this occasion |
| Please outline how you envisage a visit to the University of Nottingham Libraries will impact on your students’ learning: | | |
| Please include any other information you would like us to be aware of in order to meet your requirements:  e.g. are there any particular resources you would wish to be highlighted / demonstrated? | | |