Online Forms

University of Nebraska–Lincoln

Libraries
Accommodations for Disabilities

Disabled Services Form

Circulation services provides book/periodical retrieval for disabled patrons who need help taking books off the shelves. The retrieval request form is available below, or appointments at Love Library can be made by calling 402–472–2561 or 402–472–9568 during library hours. Patrons requiring retrieval service should have all call numbers and citations ready when they submit their list. We will attempt to have items ready for pick–up 24 hours after submission of the request. Items not picked up after 48 hours will be returned to the shelf, unless other arrangements have been made.

Copying requests cannot be accommodated by Library Staff.

Library staff are not responsible for verifying accuracy of citation or call number; and inaccurate or incomplete retrieval requests will not be filled.

You will need to fill the Retrieval Request form out completely to have it processed.

To request more than one item, use the following method:

- Fill the form out completely for each item requested.
- Submit the form
- Follow link returning you to Request site (or use "back" button)
- Edit item information, while leaving patron information identical

Forms

- Accommodations for Disabilities
- Disabled Service Form
- Authorized Users Form

Retrieval Request Form

PATRON INFORMATION

Name:

Email Address:

Address:

Zip Code:

Phone:

Patron ID# (Located on your UNL N Card or IRIS card):

ITEM INFORMATION

Holding Location: ▲▼

UNL Call Number:

Book or Article Title:

Author/Editor:

Journal Name:

Volume: Number/Month: Year: Edition: Page
Numbers:

**To expedite delivery please fill out all information completely. Inaccurate or incomplete retrieval
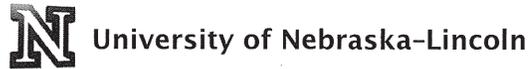requests will not be filled.**

Delivery Options
Pick up at one of the following Libraries:

Select Library Name Here ⬍

(Send Email)   (Clear Message)

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University of Nebraska–Lincoln

Libraries
Accommodations for Disabilities

Authorized Users Form

The Authorized Users service is designed to allow patrons with disabilities to designate others to check out library materials using their NCard or IRIS record.

An Authorized Users Form is required to pick up Interlibrary Loan materials.

If you wish to assign new authorized users or renew your current authorized users, please complete this form and allow at least 24 hours for processing.

A paper version of this Authorized Users Registration Form is available at all circulation desks.

Complete the form and click submit to have it processed.

Forms
- Accommodations for Disabilities
- Disabled Service Form
- Authorized Users Form

PATRON INFORMATION

_____
Patron Name

_____
Email Address

_____
Contact person

_____
NCard or IRIS card number of disabled person

AGREEMENT

The use of an authorized user will be granted only to patrons with a current library record.
- * **The duration of authorized user privileges may not exceed one year.**
- All authorized users must be 18 years of age and must have or obtain a current library record.
- All authorized user forms must have the NCard or IRIS card numbers for both authorized user(s) and patrons
- Users are limited to fi ve
- Any authorized user submission not meeting the terms of this agreement will be returned to the contact person of the corporation for correction.
- Electronic submission of this form indicates an understanding of these policies and an agreement to comply.

AUTHORIZED USER INFORMATION

Authorized User #1

_____
Authorized User Name

_____
NU ID and ISSUE# or IRIS card number

_____
*Expiration Date (not to exceed one year)

Authorized User #2

_____
Authorized User Name

_____
NU ID and ISSUE# or IRIS card number

_____
*Expiration Date (not to exceed one year)

Authorized User #3

_____
Authorized User Name

_____
NU ID and ISSUE# or IRIS card number

*Expiration Date (not to exceed one year)

Authorized User #4

Authorized User Name

NU ID and ISSUE# or IRIS card number

*Expiration Date (not to exceed one year)

Authorized User #5

Authorized User Name

NU ID and ISSUE# or IRIS card number

*Expiration Date (not to exceed one year)

Submit Form   Clear Form

QUESTIONS?

Any questions about this service should be directed to:
Circulation Services
106 LL
UNL City 0410
or by email to: dpearson1@unl.edu

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the Library

Services for ... Persons with Disabilities

Dana Porter Library Adaptive Technology Centre
RESERVE A ROOM OR WORKSTATION

First Two Steps:

1. Register with the Office for Persons with Disabilities, NH room 1132.
2. Contact Janet Wason, Dana Porter Library, room 251C to arrange for an orientation session on using the Adaptive Technology Centre.

Next Two Steps:

1. Check the daily schedule for availability - web or print (outside room 251C).
2. Book a free spot in one of three ways:
   i. e-mail Janet Wason call her at (519) 888-4567 extension 33012, or
   ii. leave a message under her door (room 251C)

Check the seven important details about booking .

Check Library hours.

Bookings for:

November 2010

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Adaptive Technology Centre Info - UW Disability Services - UWELib

Comments?