Basic Circulation Procedures: Returning Library Materials

On-Site Returns

Long-term loan items (checked out for 6 weeks or longer) may be returned inside any of the following libraries:

- Anschutz Library, 1301 Hoch Auditoria Drive
- Art & Architecture Library, Spencer Museum of Art, Level 1
- Dykes Library, KU Medical Center, 39th & Rainbow, Kansas City, KS
- Music & Dance Library, 240 Murphy Hall, 1530 Naismith Drive
- Regents Center Library, Edwards Campus, 12600 Quivira Road, Overland Park, KS
- Spahr Engineering Library, Learned Hall, 1532 West 15th Street
- Spencer Research Library, 1450 Poplar Lane (behind Strong Hall)
- T.R. Smith Map Collections, Anschultz Library, 1301 Hoch Auditoria Drive
- Watson Library, 1425 Jayhawk Blvd. (intersection of Jayhawk Blvd. and Sunflower Rd.)
- Wheat Law Library, 200 Green Hall, 1535 West 15th Street

Items returned to Dykes Library at the KU Medical Center will not be checked in until the items arrive on the Lawrence or Edwards campuses; therefore, please allow 4-7 days for the items to be delivered to the Lawrence or Edwards campuses from Dykes Library.

Walk-up Book Returns

Walk-up book returns are available 24/7 at the following locations:

- Anschutz Library – to the left of front entrance to library via Hoch Auditoria Drive
- Art & Architecture Library – on Spencer Museum of Art drive (from Mississippi Street) behind Spencer Museum of Art near walkway to building
- Music & Dance Library – east side of Murphy Hall on Summerfield Hall Drive by way of Sunnyside Avenue
- Regents Center Library – located on the Edwards Campus outside the east entrance to the Regents Center Building
- Spahr Engineering Library – east side of library in Eaton Plaza
Basic Circulation Procedures: Returning Library Materials

- Watson Library – to right of front entrance to library by way of Jayhawk Boulevard and Sunflower Road

Borrowers are asked to return the following items inside a library to prevent damage and to ensure quick availability for other users:
- Reserve items
- CDs, DVDs, videos, cassettes, LPs
- Unbound journals and magazine issues
- Microfilm and microfiche

Return Map items to the T.R. Smith Map Collections in Anschutz Library.

A Caveat

By policy, all short-term loan items checked out for two weeks or less must be returned to the library from which they were checked out by the time due in order to avoid overdue charges and in order to renew them. In practice, we discharge paper and microformat items wherever they are returned and route them to the home location. The Anschutz External Checkout Laptops and the Anschutz and Watson Ebook Readers must be returned directly to their respective checkout service desks.

To Return Materials by Mail, UPS, FedEx, etc.

If a borrower wishes to return library materials via the U.S. Mail or other delivery service, please provide the following address:

Circulation Business Office
Watson Library, Room 350
University of Kansas Libraries
1425 Jayhawk Blvd.
Lawrence, KS 66045

The library will accept the postmark date as the date of return, but the borrower remains responsible for the materials until they are received in the Circulation Business Office.

Borrowers may want to purchase insurance for the items in case they are lost in shipping. Refer Borrowers to the Circulation Business Office at 785.864.4715 or via email to libfines@ku.edu to help identify the approximate replacement cost of the items.