



GERALD R. SHERRATT LIBRARY

LIBRARY DEPARTMENTAL POLICIES

Policy No.: 2.2

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SUBJECT: Services for Distance Learners

- I. Purpose: To provide the same library services to off-campus students that are provided to on-campus students.
- II. Resources:
 - A. Book Catalogs: Distance learners have access to the Sherratt Library Catalog and all other university and college catalogs in Utah.
 - B. Article Databases: Distance learners have free access to library article databases to find journal, magazine and newspaper articles. Most of the databases may be accessed off campus using a valid SUU username and password. Many of these databases include full text articles that may be read, printed or downloaded and interlibrary loan service is available for materials that aren't available full text. Instructions for off-campus access are available via the library's website at <http://www.li.suu.edu/library/offcampus.htm>.
 - C. Electronic Reserve: Distance learners have access to articles and papers placed on electronic reserve by faculty members. Electronic reserve items can be searched by course, department or instructor's name. A valid SUU username and password are required to log into this database.
- III. Reference: Reference assistance is available to all distance education students. Help is available in the library at the reference desk weekdays 9:00 am to 5:00 pm. You may also call the reference desk during the above hours at (435)586-8040, or e-mail your question to library@suu.edu and it will be answered within two working days while school is in session.
- IV. Interlibrary Loan: Books, articles and other materials can be ordered online using ILLiad found on the Library's web page. Books and articles owned by the Sherratt library will be mailed or delivered electronically to distance learners as soon as possible. Books borrowed from other libraries must be picked up at the Sherratt Library. Policy prohibits forwarding books to a different address. Journal articles will be delivered electronically. Every effort will be made to obtain materials free of charge from other libraries. In some instances, libraries charge for loans and these charges will be passed on to the requester.
- V. Document Delivery: Library material is available to distance learners through interlibrary loan. Books in the Sherratt library, articles and other materials can be ordered with the online ILLiad form on the library's web page. Books and articles owned by the Sherratt library will be mailed or delivered electronically to distance learners as soon as possible after receipt of the interlibrary loan request. Articles borrowed from other libraries will be electronically delivered to the patron's computer. Every effort will be made to obtain materials free of charge from other libraries. In some instances libraries charge for loans and these charges will be passed on to the requester.
- VI. Reciprocal Borrowing: With a valid student ID card, students may check out books in person from any academic library in Utah or Nevada.
- VII. Library Instruction: An online course, LM 1010 *Information Literacy*, introduces basic information skills that will help in locating and evaluating information. This course is a required general education course. Instructions for basic library research skills may be found on the Library webpage at <http://www.li.suu.edu/library/GUIDES/guides.htm>.
- VIII. More information: See http://www.li.suu.edu/library/distance_learners.htm for more information.