

Library Guide – Services for Independent Study Students

- Do you live **50 miles** or farther from the University?
- Do you **NOT** attend any classes on the UNC Campus?

If you can answer **YES** to both of these questions, you are eligible for some special services from the UNC Libraries, including mail delivery of books and articles. Just because you do not take classes on campus, does not mean that you can not take advantage of almost all of the services that the Libraries have to offer.

First Things First

If you bookmark any library web page, it should be The Source Online Catalog page at <http://source.unco.edu>. This should be your starting place for almost any library research you will need to do.

Remote Access to Online Library Resources

Anyone with an Internet connection has full access to the majority of the UNC Libraries' online article indexes, reference databases, and online journals. UNC currently has some 2,500 paper based subscriptions, some of which are also available full text online. There are also nearly 12,000 more subscriptions unique to the online environment. It pays to use the online resources!

UNC Libraries provide access to over 100 online databases and article indexes. The vast majority of the electronic resources are licensed commercial products with access restrictions.

If you connect to the Internet through a commercial Internet Service Provider you will see a login screen when you click on a database link in our web site. All you will need to connect is your **name** and your **Bear Number**. If you experience problems logging in the first time, Contact the Michener Library Circulation Desk at (970) 351-2671 to make sure you are entered in our system.

Any other technology related problems? Contact the Information Technology Technical Support Center at **(970) 351-HELP** (4357). They are EXTREMELY helpful.

Reference Service

There is no such thing as a stupid question to a librarian. If you need assistance or instruction in the selection and use of library resources, help in developing search strategies, or referral to another department contact the Reference Desk at (970) 351-2562.

Reference assistance is also available online in one of two ways:

- by sending an email message to: library.reference@unco.edu
- by using [AskColorado](#), an online chat virtual reference service. To access AskColorado, please visit The Source homepage at <http://source.unco.edu> and click on the AskColorado Logo.



Access to UNC Collections

As an enrolled UNC distance education student, you can receive most regularly circulating items in the collection by mail. The library will also photocopy articles from the print collection and mail or fax them to you.

Egads! If I need an article, the library will copy it and then mail it to me for FREE!

All of this is a FREE service. You do, however, have to pay **RETURN** shipping for borrowed items (like books and videos) or come to campus and drop them off at either of the Music or Michener Libraries or at any of the library drop boxes on campus.

If you have any questions, about document delivery, please call 1-970-351-2580.



Requesting Library Materials

There are two things to remember:

1. All requests must include complete citations
 - a. For Books: Author, title, publisher and location, date of publication
 - b. For Articles: author, title of article, magazine or journal title, issue and volume, and date of publication
2. All books, articles, and other library materials must be requested using either the web form at <http://www.unco.edu/library/distance/form.htm> or one of the methods of contact listed on the *Library Services For Distance Education and Off-Campus Programs* web page.

This web page can be reached by visiting The Source homepage and clicking on the [ILL for Distance Ed/Off-Campus Programs](#) (<http://www.unco.edu/library/distance/>) link.

NOTE: WebZap and Prospector are services that on-campus students use to request materials that are not available at UNC. Distance education students **SHOULD NOT** use either of these services.

Use the link referred to above for all material requests. If you need and/or request an item that is not available at the UNC Libraries, our staff will get it from wherever it is available globally.

Just be sure to check the Yes button on the document request form for the following question:

Do you want us to use Interlibrary Loan? Yes No

Take Advantage of Other Libraries

If you reside in the state of Colorado, you are eligible to check books out of any library participating in the Colorado Library Card Program. All public libraries and the majority of college and university libraries participate.

This means that you can get a library card at just about any library in the state, and for free. Take advantage of your proximity to a nearby library—whether it is a public library or on a community college or university campus.

To see if a library near you participates in the Colorado Library Card Program, contact them, or visit :

<http://projects.aclin.org/directory/>

Time Saver Tip: If you need an item that the UNC Libraries do not own

Use Prospector as a patron of another library. Prospector is faster than interlibrary loan (2-5 days rather than 5 days to 3 weeks). If you live near a public library that provides Prospector requests for its patrons (such as a branch of the Denver Public Library or Boulder Public Library) you should get a card at that library and request items from your local public library, as a public library patron. The item will be delivered faster than UNC will be able to get it to you.

A Note about Having Items Mailed

Articles will be delivered via U.S. mail or fax based on student preference. Books will be mailed first class. Delivery time by U.S. postal service is approximately 1 week.

Off-campus students are subject to the same circulation periods as other students. An exception to this is the Videos and DVD's, which will circulate for one week instead of 3 days, with only one renewal possible.

So then, that means that if a book is circulated for 4 weeks, and it takes one week to get it to you, you need to plan your research accordingly. Start your research far enough in advance to get the items you need and to review them.

Also, plan on about a week to get the book back to the Library if you mail it. You can always renew the book, to make sure it gets back on time.

As for Videos and DVD's, it may be hard to get them back on time by mail, without accruing high Next Day or Rush delivery charges. Remember, that if you renew an item, it renews from the date of the renewal. SO if you have a video checked out for a week, wait until the last day to renew it to keep it as long as possible. **(Remember that late fees for videos and DVD's are \$5.00 per day...be careful!)**