

## LIBRARY SERVICES FOR THE DISTANCE LEARNING COMMUNITY

Our goal is to ensure that members of the distance learning community have access to good quality resources and services to help them fulfil their teaching and research needs.

### What kind of support can distance learners receive from the Library?

If you are **unable to** visit the Campus Library, you may access the following off-campus services:

- book loans (one month)
- document delivery (photocopies of journal articles)
- inter-library loans
- mediated database searches
- past examination papers
- reference service
- small on-site book collection
- web catalogue

If you are **able to** visit the Campus Library, you will have access to all library services and facilities. These include:

- access to electronic resources including databases, internet and email
- access of the special collections
- borrowing privileges
- information literacy
- reference service

### How can distance learners access library material?

- √ Fax, email or telephone your requests to the Distance Librarian (Evadne McLean) or refer them

to your Centre Head/Site Coordinator or Administrative Assistant who will make them on your behalf. (see **contact information at the end of the brochure**).

### What Library privileges do local tutors/course writers have?

- √ You have reading and reference services if you visit the library. However, your UWIDEC site may request material from the Mona Library for your use.

### How will I get the resources I requested?

- √ These will be sent by courier, e-mail or fax to your Site Coordinator/Administrative Assistant who will notify you of their arrival.

### Who will pay for photocopies of articles I requested?

- √ The person who requested the item will pay his/her Site Coordinator upon receipt.

### Are there penalties for the late return of books?

- √ Yes. Fines will be charged for overdue materials.

### What are the opening hours of the Main and Science and Medical Branch Libraries?

<u>Semester and Semester Break</u>	
Mon.-Fri. :	8:30am - 10:00pm
Saturdays:	8:30am - 4:00pm
<u>Inter-Semester</u>	
Mon.-Fri. :	8:30am - 5:00pm
Saturdays:	8:30am - 12 noon
<u>Summer</u>	
Mon.-Fri.:	8:30am - 6:30pm
Saturdays:	8:30am - 12 noon
<u>Overnight Reading Room</u>	
Mon. – Fri.	10:00p.m. – 6:00a.m.
Saturday	4:30p.m (or noon*) – Monday 6:00a.m.

*The Library is closed on Public and University Holidays throughout the year, on the Saturday during the Easter weekend and before Independence Day, at noon\* on Christmas Eve and New Year's Eve.*

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