

Distance Learners Access to Library Resources

Who are distance learners?

Students taking the majority of their classes online through Blackboard, such as in the Occupational Therapy weekend program. This policy does not apply to students who live off-campus but attend on-campus classes.

What types of materials may be requested?

Students may request items that Bunch Library owns that fall under the Circulation policies for their status (undergraduate or graduate). They may also request items that Bunch Library does not own, and we will attempt to borrow those through interlibrary loan.

How to request an item

All items must be requested using ILLiad, the online system, whether Bunch Library owns the item or not. Students must create their own ILLiad account. They **must** choose the appropriate designation (ex. OT Weekend) when registering in order for requests for items that Bunch Library owns to be processed.

Access ILLiad here <https://belmont.libguides.com/ill>

Articles will be emailed to students. Books will be shipped. Students are responsible for returning the item on time, in the same or other adequate packaging, and for return postage. A return label will be included.

If students request items that Bunch Library has electronically, such as an article in a database, they will get a reply email indicating that they have electronic access. The article itself will not be sent.

Is there a cost?

Bunch Library will not charge distance students for access to materials that we own. For items that we do not own, students will only be charged if the lending library charges. We will make every effort to find the item free of charge, but this is not always possible. When placing requests in ILLiad be sure to select the maximum cost field. You may leave this as \$0, but if we can only find the item for a charge the request will be cancelled.

*Policy revised June 5, 2009 by Jenny Rushing and Paige Carter