Library Policies for Distance Education

According to the Association of College and Research Libraries’ Standards for Distance Learning Library Services, “every student, faculty member, administrator, staff member, or any other member of an institution of higher education, is entitled to the library services and resources of that institution, including direct communication with the appropriate library personnel, regardless of where enrolled or where located in affiliation with the institution. Academic libraries must, therefore, meet the information and research needs of all these constituents, wherever they may be.”

The aim of Townsend Memorial Library is compliance with the principles stated above. Currently-enrolled distance education students have remote access to the library’s website, catalog, and subscription databases as well as printed materials housed at the library’s physical location. Students may also obtain materials not owned by the library through TexShare or interlibrary loan. Assistance from librarians is available via email, chat, phone, text, or the Ask-a-Librarian service. Instruction in basic research skills is provided through an online interactive tutorial.

Distance education services are provided for students who are enrolled in a distance learning class and not attending a class that meets on campus.

Policies and Procedures

Patrons who reside in Bell County may come to campus to check out library materials. Patrons who reside outside Bell County may request library materials using the Distance Education Book Request Form.

A. Borrowing Books
1. The loan period for distance education students is 28 days.
2. Graduate students may check out a total of 25 books; undergraduates may check out a total of 10 books.
3. Library materials will be mailed to distance education students who reside outside Bell County.
4. Materials not loaned include reference books, print journals, and audiovisual materials (DVDs, CDs, audiobooks).
5. Materials may be renewed twice after the initial checkout.
6. Renewals are not permitted if someone else has requested the book or a late fee has accrued on the materials.
7. Late fees are 10 cents per day per item.
8. The circulation manager will assess fees for damaged items.
9. If an item is lost, the patron should notify the library immediately.

Shipping
1. The library will pay shipping costs to mail library materials to distance education students.
2. A return book label will be included with the books. **The patron is responsible for paying return shipping and insurance.**
3. The patron is responsible for books checked out until the books are returned to the library.
4. To avoid late fees, books should be returned in a timely manner by the due date.
5. If you are mailing more than one book, please insure for more than $100. Wrap or box the books securely and mail them to:
   Townsend Memorial Library
   University of Mary Hardin-Baylor
   900 College Street, UMHB Box 8016
   Belton, Texas 76513

B. Requesting Journal Articles
1. To request articles from magazines, journals, or newspapers owned by the library but not available online, use the **Distance Education Journal Request Form.**
2. The method of delivery will be via email unless another method is preferred.
3. The library does not loan printed issues of periodicals.

C. Accessing Other Libraries
1. Each semester, distance education students residing in Texas will receive a TexShare card from the library for use at other libraries in the state of Texas. Locate a local public or university library which participates in the TexShare program.
2. TexShare cards are issued only to currently-enrolled students who are in good standing and must be renewed each semester.
3. If you did not receive a TexShare card from the library, please contact the library’s circulation desk at 254-295-4637.
D. Interlibrary Loan

1. Interlibrary loan requests for journal articles not owned by the library may be requested directly through the databases (Request via Interlibrary Loan) or on the library’s homepage by using the Borrowing from Others link to Order an Article through our ILL Services. All interlibrary loan policies apply to distance education students.

2. Interlibrary loan requests for books not owned by the library may be requested through the WorldCat ILL request option or on the library’s homepage by using the Borrowing from Others link Order a Book through our ILL Services. Extra time should be allowed to receive book requests.

3. If a renewal is needed, please notify the library as soon as possible. Many lending libraries do not allow renewals.

4. Books must be returned to Townsend Memorial Library. A return book label will be included with the book(s). The patron is responsible for paying return shipping and insurance.

5. Another option for requesting book materials is through interlibrary loan services at your local public library. This option may be less cumbersome and costly for distance education students.

E. Online Databases

Townsend Memorial Library offers more than 100 subscription databases that provide access to thousands of articles from scholarly journals, magazines, newspapers, and other information sources. Many offer the full text of articles to read online or print from your computer.

Accessing databases requires using the university’s single sign on authentication process. If you receive a login error, please contact the library by phone: (254) 295-4637.
F. Assistance from a Librarian

1. Students who need assistance with library research may submit questions through the Ask-a-Librarian service or telephone the library.
2. Students may learn about basic library research using the interactive tutorial link on the library’s homepage.
3. Research guides on a variety of topics and for specific courses are available as starting points for research.
4. Students who have the opportunity to come to campus may schedule a research consultation with a librarian.