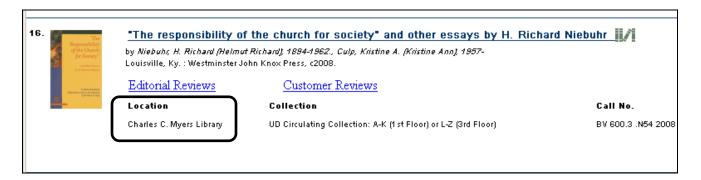
Distance Education Students: How to Request UD Materials by Mail

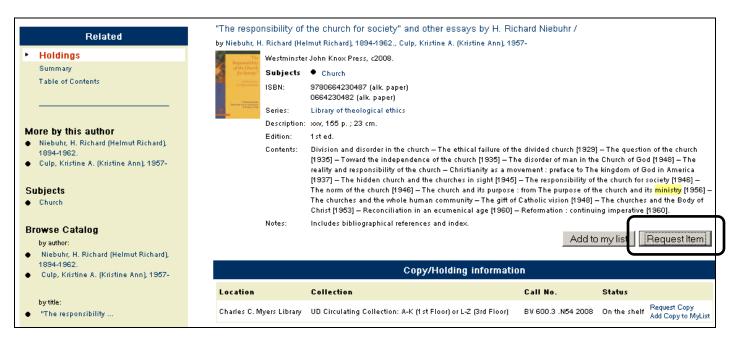
Charles C. Myers Library will mail books and media owned by UD to distance education students. Periodicals, reference materials, and materials on reserve for a course do not circulate.

How do I request a UD book to be mailed to me?

Search the library catalog (<u>www.dbq.edu/library</u> under *Find Books*) using keyword(s) or a known title or author. Choose the title to see more information about an item of interest.

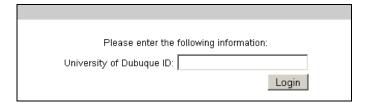


Review the information provided (subjects, summary, table of contents, etc.). Be sure the location shows *Charles C. Myers Library* and the item is not in Reference, Reserves, or Special Collections (these items do not circulate). If you would like the item mailed to you, choose *Request Item* as shown below.

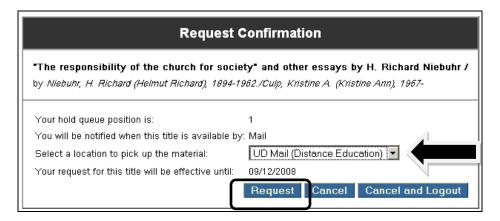


Questions? Ask Us! reference@dbq.edu Updated 29 July 2008

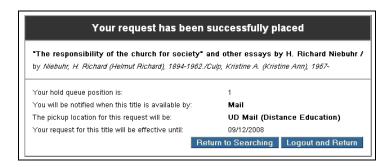
Enter your UD ID#, which may be found on the front of your student ID card (usually 4 or 5 digits). Chook *Login*.



Your hold queue position shows your place in the request line. For Select a Location to pick up the material, choose UD Mail (Distance Education) as shown below. Choose Request.



A message will indicate that your request was placed, and the item will be mailed to you.



Can I request that a Wartburg book be mailed to me?

No. If Reu Memorial Library at WTS has a book that you would like, request it through Interlibrary Loan via your public library. Be sure to check the *Location* in each item's library catalog record before requesting items to be mailed.

How long is the checkout period for UD materials mailed to me?

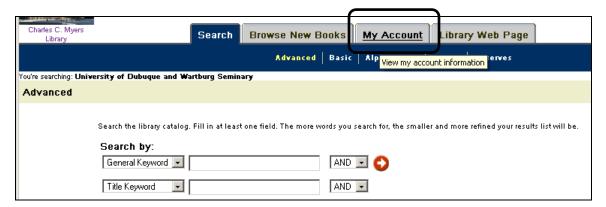
The checkout period is 4 weeks (including mailing time).

May I renew items?

Yes. Material may be renewed twice if it is not needed by another person or for reserve.

How do I renew materials online?

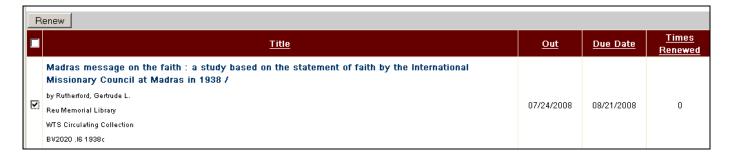
In the library catalog, choose My Account.



Enter your student ID # when prompted. Select *Items Out*.



Use the check boxes next to each item to mark any you wish to renew. Choose *Renew*. The new due date will reflect the renewal.



Is it getting something from UD faster or cheaper than Interlibrary Loan at my public library?

It depends. If you request UD materials to be mailed to you, keep the mailing time in mind. If you need something right away, your public library can get it from a location closer to you than Dubuque. If UD mails you materials, you must pay for return postage, which may be more than what your public library charges for Interlibrary Loan (if they do charge).

How do I mail back materials I borrow from UD?

Simply reuse the same envelope or box. A mailing label will be provided for you. Mail the item(s) back to UD using your preferred postal/package service. You are responsible for the cost of return postage.