

LIBRARY SERVICES AT DELTA STATE UNIVERSITY A Guide for Distance Education Students

Welcome to Delta State University and to Library Services! When you are on our campus, we invite you to visit us and to utilize the services and resources of the three Library Services units: Roberts-LaForge Library, the Instructional Resources Center, and the Capps Archives and Museum. When you are unable to spend time on our campus because of your work or your distance from campus, please utilize the wealth of information that is available to you electronically through the Library Services Web site. This guide briefly describes the services and information resources that are accessible to you as a distance education student at Delta State University.

ACCESS TO INFORMATION

DSU Library Catalog: The library's online catalog provides bibliographic information about the books and periodicals of Roberts-LaForge Library, some of the materials in the Instructional Resources Center and new Government Documents as they are received. In the future, electronic bibliographic records for the University's Archival collection will be available.

The online catalog can be accessed both on-campus and off-campus through the Library Services Web site at <http://library.deltastate.edu>.

Library Services Web site: In addition to the online catalog, the web site provides links to information about Roberts-LaForge Library including the hours, policies, staff contact information, and to many other useful resources available through the Internet.

Electronic Databases: The Web site is the gateway to databases that give you off-campus access to indexes, abstracts and full-text journals. Most electronic resources are available to you from your home or work computer with Internet access and a graphical browser such as Internet Explorer. You will find a complete list of databases, a brief description of each, and the scope of access at the Library Services Web site.

Contact the Reference Department (662-846-4431) if you have problems accessing any of the databases.

ROBERTS-LAFORGE LIBRARY REFERENCE SERVICES

Our Reference Librarians are happy to answer reference questions over the telephone (662-846-4431) or via email (refdesk@deltastate.edu). Please identify that you are a distance education student and the course in which you are enrolled. Reference Librarians are available to help with your research or to assist you in using a database during the hours that the library is open. The Reference Librarians have also designed pathfinders, "Guides to Finding Information in Roberts-LaForge Library," to assist patrons in identifying and locating information resources. These guides, available in print in the Reference area of the Library and electronically at the Web site, can help you effectively use the resources of the library.

BORROWING MATERIALS

After using the Library Catalog and databases to identify needed materials, students who are currently enrolled in distance education courses may borrow books and obtain journal articles without coming to campus. Submit your requests through our Interlibrary Loan Department as follows:

- by telephone at (662) 846-4448, Monday-Thursday, 8:00 a.m.-5:00 p.m.; Friday, 8 a.m.-4:00 p.m.
- or by completing and submitting an online request form through the Library Services Web site at <http://www.deltastate.edu/pages/783.asp>

Please identify that you are a distance education student and the course in which you are enrolled. To begin receiving materials as a distance education student, you must complete the Distance Education Verification Form available at <http://www.deltastate.edu/pages/904.asp>.

Library Books Owned by Roberts-LaForge Library: If available, we will be able to check out the requested book to you and mail it to your preferred address. The loan period is for 30 days. You must return the book in time for it to be received by Roberts-LaForge Library on or before the listed due date. You are responsible for paying the return postage. Fines for overdue books accrue at the rate of \$0.30 per day. One renewal is permitted provided there are no other requests for the book. You may renew your book by telephone at 662-846-4430. All books are subject to recall if requested by another patron.

Journal Articles Owned by Roberts Library: If available, the Interlibrary Loan staff will email the article to you as an attachment in PDF format. The request form for distance education students is available at <http://www.deltastate.edu/pages/800.asp>. (**Note:** To view a PDF file, you need to have Adobe Acrobat Reader loaded on your computer. It can be downloaded for free at www.adobe.com).

Library Materials Not Owned by Roberts Library: You may also request materials owned by other libraries through our Interlibrary Loan department via telephone or the online request forms at the Web site. After obtaining the book or journal article, we will mail the material to you (or email the journal article). The loan periods for books are set by the lending libraries.

Currently, there are no limitations on the number of books or articles that we will request for you from other libraries. You are responsible, however, for the return postage and for returning the book to Roberts-LaForge Library by the due date.

ACCESS TO OTHER LIBRARIES IN MISSISSIPPI

Reciprocal Patron Borrowing Among the Libraries of Mississippi Institutions of Higher Learning:

As a distance education student, you may find it convenient to use libraries that are close to your home. Within the terms of the agreement among participating universities, students and faculty members may visit some of the other university libraries within the state and check out books in person. Delta State faculty members and students who have no overdue materials or outstanding charges in Roberts Library or the Instructional Resources Center are eligible. **You may request a Mississippi Universities Library Borrowing Card (MULBC) from the Circulation Department at 662-846-4430.** The published policies of the participating lending institution, including loan periods, assessment of overdue fines and replacement costs govern the use of borrowed materials. The borrower is personally liable for all materials, fines, or charges.