

# Borrowing Print Books and Articles from the UTEP Library- for Distance Students

## General

There is no cost to request a print book or print article.

## Eligibility for Service

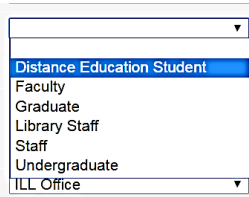
You are eligible to request the delivery of print books and articles from the UTEP Library if you are currently enrolled in a UTEP Connect class, or are enrolled in any class that does not meet on campus in El Paso at least once a week.

## Materials Eligible for Request

- Regular circulating books (location: Main Stacks) owned by the UTEP Library
- Copies of journal articles from print journals
- Non-book materials cannot be requested
- Materials with a status of “LIB USE ONLY” in the catalog cannot be requested

## Request an Item

- Create an ILLiad account
- Select "Distance Education Student"



- BE SURE your shipping address is correct, as this is where the book will be delivered
- Submit one request per book/article

## Delivery

- Books will be shipped to the borrower’s address as provided in their ILLiad account via FedEx or UPS; please expect approximately 5-7 days for delivery.
- Articles will be delivered to the borrower’s email address as provided in their ILLiad account as an attached .pdf document.

## Special Guidelines for Borrowing Books

### Applicable Books

- This policy only applies to books that circulate in the Main Stacks & Government Documents collections.
- Items from Special Collections and the Media & Microforms Department cannot be shipped to distance students.

### Loan Period

- Regular borrowing periods and item limitations apply (see chart below)

	Undergraduate Distance Student	Graduate Distance Student
Loan Period- Main Stacks	28	105
Maximum # Borrowed Items	25	50
Maximum # Loan Renewals	3	3
Overdue Fines	\$.25/day	\$.25/day
Processing Fee	\$10.00 per item	\$10.00 per item
Recall Fines	\$1.00/day	\$1.00/day
Conditions for Suspension of Borrowing Privileges	10+ overdue items \$.01+ fines overdue recalls	10+ overdue items \$.01+ fines overdue recalls

- Loan begins the day after the item is processed and shipped by the Interlibrary Loan Department

#### **Renewals**

- To renew the loan period of library materials you have borrowed, sign in and [view your records](#)

#### **Returning the Book**

- Use enclosed mailer/packaging to return book
- Item should be postmarked by the designated due date

### **Special Guidelines for Requesting Print Articles**

#### **Conditions**

Please be sure that the article you are requesting is only available in print before requesting; if it is available electronically, it will not be delivered through this system.

- Search for the full text of the article [here](#)
- Request a full text check [here](#)

#### **Loan Period/ Returning the Article**

Copies of printed articles delivered in .pdf format do not have to be returned.