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| Title | **Academic Library Services** |
| **Due Date** | **Due Tuesday** |
| Where to Post | Academic Library Services for Distance Learners |
| Subject | Your Name / Distance Learning |
| Points | 5 |
| Criteria | * Includes a clear and thoughtfully written summary of what you learned about your library * Demonstrates that you were inquisitive about your information options * Includes your personal observations about the library * Is on time, posted in the correct forum, correct subject line. Correct grammar, spelling and usage. |
| Objective | Discover what information services and resources are available to distance learners through your college library. |

Reading: ["Finding"](http://www.lib.washington.edu/uwill/research101/finding04.htm)

This assignment is intended to orient you to information sources and services available to you as a distance learner and to help increase your awareness of the information options for your research.

Although your WAOL courses could be taught by instructors from any of the Washington State community colleges, your college (where you registered) is responsible for library support services for distance learning. Your assignment is to find out what your own college library offers to distance learners. You may be able to find much of this information by visiting your library's web site, but you should call the library if the web site doesn't answer all of your questions.

Generally, you want to know:

* How does the library support distance learning students?
* What kinds of library services do they have for you? Pick up whatever literature / handouts they have.
* Are there databases for you to use from home? Will you need passwords to access them?
* Does your library collect E-books that you can access from off campus?
* What online encyclopedias are available to you?
* What **disciplines e.g. Philosophy** are represented in the library?

If you are having trouble finding this information, find a librarian (usually at the reference desk) and identify yourself as a student taking a distance learning library research class taught through Seattle Central Community College via Washington Online and **ask questions**! Keep in mind that library services to distance learning students within the Washington state community colleges as well as within the country are still at a developmental stage; some offer more comprehensive services than others.

#### **Try to find the following information about your college library:**

**Interlibrary Loan (ILL) (Borrowing from other libraries.)**

1. How do I **order** an item? By phone, via email, by chat reference, or in person only?
2. How **long** does it take?
3. Who is responsible for the **costs** for duplication, postage, handling and shipping?
4. ILL may not be part of a library's free services.What are the **penalties** for lost or late items?
5. How am I **notified** that the material is available to me?
6. How long can I keep the material? Can the **loan period** be extended?
7. How am I going to **receive** the material? Will the material be sent to my home (regular mail, UPS, or others) or will I have to come in to pick it up? Any other convenient arrangements?
8. What **else** should I know?

#### **Library Services to Distance Learning Students**

1. What reference services are available?
   * Can I ask reference questions via email, telephone, or chat?
   * Is there a toll-free telephone number?
   * How quickly are email or chat questions answered?
2. Does the library have any brochures or handouts which are specifically designed for distance learning students?
4. What else should I know?

**Submit the following to the Discussion Forum below:**

* Review your notes.
* Compose a summary of 200 words on what you have learned from the instructions above.
* Include how you got the information (By in-person visit? By phone? By email?)
* Include any questions or comments about the services provided