

Privileges at Other Academic Libraries

Reciprocal borrowing provides a mechanism for an individual affiliated with one library to borrow in-person, materials from another library. For more information visit the Library Reciprocal Borrowing web page:

<http://library.usask.ca/info/services/borrowing/reciprocal.php>

Visit any Library branch or contact one of the three OCLS locations to request the identification needed to borrow at another academic library.

Note:

The following programs are eligible for Off-Campus Library Services:

- Independent Studies
- Off-Campus face-to-face courses
- Televised Courses
- Multi-mode courses
- Online courses
- Graduate Students
- Certificate programs
- Education interns
- Post-Registration BSN program
- Pharmacy and Nutrition interns
- Medical interns
- NEPS students
- Some certificate programs

OFF- CAMPUS LIBRARY SERVICES:

Off-Campus Library Services, U of S Library
Murray Library, 122 Murray Bldg
3 Campus Drive
Saskatoon SK S7N 5A4

Telephone Toll Free Within SK: 1.888.859.9999
Telephone Collect Outside SK: 306.966.5963
(9:00 am - 5:00 pm Monday-Friday)
Fax: 306.966.6040
Email: offcampus@library.usask.ca
URL: <http://library.usask.ca/murray/offcampus/>

FOR EDUCATION COURSES:

Off-Campus Library Services, U of S Library
Education Library
Room 2003 Education Bldg
28 Campus Drive
Saskatoon SK S7N 0X1

Telephone Collect: 306.966.5947
Fax: 306.966.2444
Email: edoffcampus@library.usask.ca
URL: <http://library.usask.ca/education/offcampus/>

FOR HEALTH SCIENCE COURSES:

Interlibrary Loans/Off-Campus Library Services
Health Sciences Library
Room B205 Health Sciences Building
107 Wiggins Road
Saskatoon SK S7N 5E5

Telephone Toll Free Within SK: 1.888.859.9999
Telephone Collect Outside SK: 306.966.5995
Fax: 306.966.5918
Email: hsloffcampus@library.usask.ca
URL: <http://library/hsl/offcampus.php>

Off-Campus Library Services

Delivering Information - Supporting Learning



UNIVERSITY OF
SASKATCHEWAN

University Library

<http://library.usask.ca/murray/offcampus/>

Where to Find Us

To access OCLS from the University of Saskatchewan Library home page <http://library.usask.ca/> select 'Off Campus Students' under 'Quick Links For...'



Eligibility

Murray Library: OCLServices are designed to meet the needs of University of Saskatchewan students living and taking classes outside of Saskatoon, and the faculty who teach them.

Education & Music Library: OCLServices are available at no charge to all University of Saskatchewan students, faculty and staff living outside of Saskatoon. Services are extended to all College of Education interns.

Health Sciences Library: OCLServices are available to those students currently registered in a health sciences program and not living in Saskatoon. Programs include nursing and off campus placements. As well, services are available to University of Saskatchewan medical residents on rotation in locations outside Saskatoon.

Using Off-Campus Library Services

Much of the material you will need for your assignments can be found online. To identify books, videos and journal titles search the Catalogue found on the Library home page. Results will include both print and electronic resources.

To identify journal articles select the Articles and Databases tab on the Library home page. Select a subject page and try one or more of the article databases listed there. Search results will include online articles as well as citations identifying articles in print journals.

If you are having difficulty using Library resources please contact the appropriate Library branch for assistance.

If material is not available electronically, you may request it using the electronic request form found on the Off Campus Library Services page. You may also submit your request using email, phone or fax.

Requesting Material

Use the electronic Request Material form found on the OCLS page <http://library.usask.ca/murray/offcampus/>. Although the electronic request form is preferred you may also submit by email, phone or fax. Please identify yourself including current contact information, the course you are taking, and your NSID (abc123).

To request a book or books include the title, author, year and call number for the book. To request an article or articles include the article author and title, and the journal title, volume, issue, pages, and call number.

It usually takes about a week between the time we receive your request and the time you receive the material. Start your research early in order to receive your materials in a timely fashion.

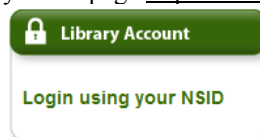
Mail Service

Library books and photocopied journal articles will be mailed to you at no cost. Photocopied journal articles are yours to keep. Books arrive with a postage-paid return label.

The loan period for books is extended by two weeks to accommodate two-way mailing (generally five week loan periods for undergraduates). Material may also be returned in person to any University of Saskatchewan Library branch.

Other Information

- Many Library databases require authentication. Use your NSID and password. Contact us if you have problems.
- Fines are charged for material that is returned after the due date (\$1.00/day/item, \$2.00/day/item for recalled items).
- Loan periods can often be extended for another 3 weeks by renewing your books online or by contacting OCLS. Recalled items cannot be renewed and should be returned immediately to avoid fines. You may monitor your due dates by viewing your Library Account which is accessible from the Library home page <http://library.usask.ca/>.



Other Information cont'd

- All University of Saskatchewan Library materials are subject to recall. This is a situation where another patron makes a request to view the book or item you currently have signed out. Consequently the due date is changed to reflect this interest. You will receive the recall notice along with the revised due date as an email message to your University of Saskatchewan email account.
- There are no photocopying charges for Off-Campus students. The exception is the reproduction/photocopying of materials in the Special Collections department including theses and dissertations.
- We encourage Off-Campus students to do their own research, however, if you feel assistance would be beneficial, please contact OCLS staff.
- Off-Campus students are welcome to use the Library in person. If you are able to give us advance notice staff may be available to provide a brief orientation.

Use of the Library In-Person

To borrow materials in-person a valid borrower's card is required. (Items may be borrowed in person and then returned by mail. Prepaid mailing labels are available upon request.)

A University of Saskatchewan photo ID student card may be obtained at the Card Office located in the campus bookstore. If you are unable to visit when the Card Office is open you may obtain a library card from any open Library branch.

University of Saskatchewan Campus ID Card Office
Marquis Hall, 97 Campus Drive
Saskatoon, SK S7N 4L3
Phone: (306) 966-4468
Fax: (306)966-7416
Toll Free: (888)214-8888
http://www.usask.ca/consumer_services/cardoffice/
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