

**NEW MEXICO HIGHLANDS UNIVERSITY  
THOMAS C. DONNELLY LIBRARY**

**POLICY STATEMENT**

**EXTERNAL PROGRAMS DIVISION  
Loaning Books to Distance Education Faculty and Students**

Faculty and Students in NMHU's Distance Education programs may borrow circulating material from the Main Campus Library. Items will be mailed directly to the patron. It is the patron's responsibility to return the material by its due date or when recalled for another patron. Material may be returned directly to main campus or the Rio Rancho or Albuquerque Center Libraries. Otherwise, it should be mailed to main campus at the patron's expense.

**Procedures:**

- A patron may request a circulating book from the main campus library via our reference services, including telephone, e-mail or Online Helpdesk. He or she may also request it through the Interlibrary Loan Office. Only faculty may request videos.
- Verify the patron is a Distance Ed Student or Faculty through the library system or ILLiad. Verify their address and phone number. If the person is local, inform them that they need to come to the library to pick up the book which will be available on the hold shelf for seven days.
- Check-out the book to him or her.
- Take the book and the patron's address to the Interlibrary Loan Office to package for mailing. A return mailing label and notice about returning items should be included with the material.
- Once material is returned, it should be checked-in from the library system. If returned to Rio Rancho or Albuquerque, it should be checked-in and then the status changed to "In-Transit" until someone brings it to main campus.

Approved by:

  
\_\_\_\_\_  
Ruben F. Aragon  
Director, Library Services

Date: 2/20/2014