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

**POLICY STATEMENT**

**EXTERNAL PROGRAMS DIVISION  
Interlibrary Loan Services to Distance Education Faculty and Students**

Faculty and Students in NMHU's Distance Education programs may request material through Interlibrary Loan. If the material is not available in an electronic format (we usually receive journal articles in an electronic format), 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 by the lending library. Material may be returned directly to main campus. Center Libraries do not have the ability to mail material to main campus. Otherwise, it should be mailed to main campus at the patron's expense. The patron is responsible for any material lost in the mail. If material is more than two weeks late, we charge an overdue processing fee of \$10

Approved by:



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Ruben F. Aragon

Director, Library Services

Date: 6/27/2014