



## Archibald Library Library Services for Off-Campus Students

### Contact Information

#### Mailing Address:

Archibald Library  
510 College Drive  
Caronport, SK  
S0H 0S0

#### Other Contact Information:

Circulation Desk: (306) 756-3252  
Interlibrary Loans: (306) 756-3241  
E-mail: [library@briercrest.ca](mailto:library@briercrest.ca)  
Website: <http://www.briercrest.ca/fam/library/>

Note: E-mail addresses for individual staff members may be found at <http://www.briercrest.ca/fam/library/staff/>

### Setting Up An Account

To set up a borrower account, contact the Circulation Desk at (306) 756-3252 or [library@briercrest.ca](mailto:library@briercrest.ca), and we will create a borrower account for you.

### Finding Books

The library's catalogue can be searched through the Internet at <http://hip.briercrest.ca>.

### Borrowing and Renewing Books

When you have selected the book(s) you would like to borrow, send an e-mail to [library@briercrest.ca](mailto:library@briercrest.ca). Please include the title, author, and call number of each book, as well as your name and mailing address.

Books may be borrowed for an initial three week loan period. The check-out limit is 10 items (15 items for seminary students). Only ten items will be mailed at any one time. Three renewals are permitted (renewals are for two weeks at a time). The fourth renewal is granted as a courtesy to allow time for books to be sent back to the library before fines begin to be generated. Items

requested by another student must be returned and cannot be renewed. **Renewals can be requested online through the online catalogue, by phone, or by e-mail.**

**It is the responsibility of the student to ensure that a renewal request is made with sufficient time for material to be returned to the library before the due date if the material has been requested by another student. It is also the responsibility of the student to return books with sufficient time to ensure that they arrive at the library on or before the due date.**

Unfortunately we cannot lend audiovisual materials to distance borrowers.

### **Sending and Receiving Books**

Students residing in Canada will be sent a postage-paid return-mailing label, while students residing in the United States will be responsible for return mailing costs. American students should indicate on the parcel that the items are used library books to avoid duty charges at the border. The student will be held responsible for any charges incurred at Customs. Books cannot be sent outside Canada or the continental United States.

### **Paying Fines**

Students are responsible for any charges incurred for overdue or lost items. Cheques may be mailed to the library. Please ensure that payment for any outstanding fines is received by the 21st of each month, otherwise the fine balance will be transferred to your student account along with a \$5.00 transfer fee. For those wishing to pay by credit card, you may contact the circulation desk at (306) 756-3252.

Each overdue item is charged .25 per day up to a maximum of \$5.00 per item. Borrowers are allowed to owe up to \$5.00 in fines before borrowing privileges are revoked.

### **Journal Articles**

The library will photocopy and mail to students copies of journal articles that we have in our collection. The cost for this service is \$2.00 per article for shipping and handling, plus \$0.10 per page photocopied. For copies of articles from journals that we do not have in our collection, the minimum charge is \$5.00 per article, plus shipping and handling. Payment for articles must be received by the 21<sup>st</sup> of each month, and any outstanding fees will be transferred to the student's account at the finance office, along with a \$5.00 non-refundable transfer fee. Please contact the Interlibrary Loans department at (306) 756-3241 or [choffmann@briercrest.ca](mailto:choffmann@briercrest.ca) for more information.

### **Online Databases**

The library subscribes to a number of online databases that Distance Learning students may access from home, including the InfoTrac group of databases, the ATLA Religion Database, the Christian Periodical Index, and Canadian Business and Current Affairs. Some of the articles available through these databases are available with complete full-text online. For further information please contact Public Services Librarian. The databases can be accessed through the library's Journal Databases web page at <http://www.briercrest.ca/fam/library/databases/>.

### **Reference Assistance**

If you need help finding material for your research, feel free to contact the library by phone or e-mail, and someone will provide assistance.