ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: 3/04, 3/11, 1/16, 11/19

No:	2-D-400-01
Last Review Date:	October 2023
Required Review Date:	March 2027
Administrative Unit:	Library Director
Approved By:	

(signature)

Jared Seliger, PhD, CNMT
President

SUBJECT: Library Services for Allen College Distance Students

PURPOSE: To establish a policy for distance students utilizing the library.

EFFECTIVE   Allen College Distance Students
FOR:

POLICY:

1. Allen College students are required to conduct their own research as part of their learning experience. Library staff will assist with research and access issues via email, over the telephone, or in person.

2. Allen College students on campus for at least one class per week are expected to:

    a. Make their own photocopies.
    b. Check out materials from the library.
    c. Obtain physical copies of interlibrary loan materials from the circulation desk during normal hours. Electronic files will be emailed to students for interlibrary loan requests.

3. Allen College students that live over 35 miles from the Allen College campus and do not attend any classes on the Allen College campus may request library staff to photocopy and send materials. Billing for these services is as follows:

    a. $0.10 per page photocopied.
    b. Additionally, students will be billed for time spent by library staff for this service:
        - $2.50 = 1 – 10 pages
        - $5.00 = 11 – 20 pages
        - $7.50 = 21 – 30 pages
        - $10.00 = 31 pages +

4. Allen College students living over 35 miles from Allen College campus and who do not attend any classes on the Allen College campus may request and receive library materials and Interlibrary Loan Requests. Students will be billed for:

    a. Interlibrary loan fees. Students will be notified in advance if any such fees apply.
    b. Standard postage fees in delivery of physical interlibrary loan materials. Students are responsible for return postage and any overdue fees incurred.