eLearning Ship-to-Home Policies and Procedures

Goal
The Savannah College of Art and Design’s (SCAD) goal is to provide library services and materials to eLearning faculty and staff who are currently employed and students who are currently enrolled as eLearners and do not reside in the city or surrounding areas of any SCAD library. Students who are registered as eLearners and live in the city or surrounding area of any SCAD library must go to their campus library to utilize the services we offer. Students who are enrolled as an eLearner and are taking both online and on-campus classes during any given quarter and reside in the city or surrounding area of any SCAD location library must go to their library to utilize library services.

Some of our eLearning students are based overseas. SCAD Libraries want to make their experience of studying with us from far away as smooth and enriching as possible. We regret that we cannot send overseas at this time. However, we may be able to scan a chapter or provide other options on a case-by-case basis. Keep in mind, copyright law does restrict what we can copy for you.

What can be requested?
eLearners can request anything that normally circulates outside the library, and photocopies of in-library-use items, such as, periodical articles or entries in reference books.

What does it cost?
Delivery is free. When receiving books from any SCAD Library, you will receive inside the package a prepaid FedEx postage label for mailing book(s) back. You are responsible for the books from the time they leave the Library until they are received again at the Library.

Procedures for requesting materials
“Ship to Home” (Materials owned by SCAD Libraries): Check SCAD Libraries online “Classic Catalog” to determine if the book(s) or article(s)/photocopies needed is in SCAD U.S. Libraries collection. All requests must be placed through our web-based system, ILLiad. To use ILLiad, you will need to create an account. Please complete the quick, one-time registration from here and click on "Register for an ILLiad account" and submit your request(s). Make sure you select “eLearner.

When submitting a request, provide as much information as possible. Providing complete citations for articles, and call number and location for books will expedite the fulfillment of your request. If an item is not available, we will notify you as soon as possible. We will send books to you via USPS delivery confirmation. We will send photocopies to you via a secure location. You will receive an email with a URL and a password so you can access and retrieve the file.

Please note: SCAD Libraries ILL office process all ship-to-home requests in the order they are received. Plan ahead because we will not provide rush/overnight shipping. Depending on the
backlog in the ILL office, you should give at least a minimum of 7 business days from receipt of the request in the ILL office to receive materials.

- **Electronic Books/Full-text**: eLearners will be referred to the electronic version of a book or the full-text of an article if it is accessible via one of SCAD Libraries databases. E-books and full-text articles can be accessed through research databases or the online catalog by searching for the title, etc. To access e-books or full-text articles, log in to your library account at https://library.scad.edu/patroninfo. Remember to log out of your library account.

**Interlibrary Loan (Materials not owned by SCAD Libraries)**: We will request articles and photocopies from journals, etc. that are not in our collection via ILL. **We cannot request books through ILL at this time.** If SCAD Libraries do not own a book you need, use Google Books – books.google.com - to look up libraries near you who may own it. After you find the book you need, click the cover image to preview and click “**Find in a Library**” to check if a local library in your area own it. Each library has their policies and procedures. So, please call ahead to see what their criteria is for visitors.

### How long may I keep books?

Books are checked out to you via SCAD Libraries circulation system and are subject to the usual policies on borrowing materials. Go to “Library Services” and select “Borrowing Materials”. eLearners have the same circulation policies as on-campus students: graduates – up to 30 books for 30 days; undergraduates – 15 books for 14 days. The overdue fee is 10 cents per day, per item. See the circulation policies online at [https://library.scad.edu/screens/borrowing.html](https://library.scad.edu/screens/borrowing.html)

See the due date printed on the white slip on the front cover of each book. You may also view your record online by logging in to your library account at https://library.scad.edu/patroninfo. Follow the steps below:

- Enter your name and ID number in the spaces provided
- Click “Submit”.
- All titles currently checked out to you will display.
- The campus library location where book came from.

In some instances, we may need to recall books for Course Reserves. In that case, once we notify you, the book must be returned immediately. The overdue fee for recalled book(s) is $1.00 per day.

### What are your responsibilities as a borrower?

Borrowers are responsible for all books from the time received, until they are received by the SCAD location Library. All library policies on borrowing materials apply. All usual fines and penalties will be charged for books not returned on time including suspension of the privilege to borrow in the future.
Electronic Renewal of Items

The system will only allow you to renew books the day before the due date or on the due date. If a book is overdue or on hold for another patron, you will not be able to renew it. To renew books electronically: Go to https://library.scad.edu/patroninfo and login.

- The "Login" dialog box will display. In the login dialog box, enter your name and student ID number (including zeros), then click "submit".
- The following message will display: "You are logged into Savannah College of Art and Design as <your name>.
- All titles currently checked out to you will be displayed
- Check the boxes for the books to be renewed and click “Renew Selected Items” or “Renew All” to renew all your books.
- If you need assistance with renewals, click on “How To” at the top of the page and select “Renew Materials”.
- Remember to logout of your account. To log out go to the top right of page and click on “log out”.

Reference Assistance

Reference Librarians can help you find the best information sources, whether you have a general topic in mind or need a specific item.

Ask A Librarian - click the Ask A Librarian link at http://library.scad.edu
- In-person, email, phone and IM Chat services are available
- 6 days a week during quarters
- Phone & connect appointments available as well: email ref@scad.edu to request

Research Guides – click Research Guides at http://library.scad.edu
- Quickly find the top research tips and sources for your major
- New guides are added regularly – check this page often!

Plan Ahead

The Interlibrary Loan Coordinator receives all eLearner requests in the Main ILL office. Requests are processed in the order in which they are received. Plan ahead because we will not provide special rush/overnight shipping. Depending on the number of requests we receive, you should plan a minimum of 7 business days from the time the request is received in the ILL office to the time you receive materials. If you have any questions regarding the status of your request, etc., feel free to contact Janice Shipp, Interlibrary Loan Coordinator, by phone: 912 525-4658 or e-mail: illscad@scad.edu.
eLearner Ship-to-Home Mailing Procedures

Sending
Please plan ahead when requesting materials because we will not provide rush/overnight shipping. You should plan a minimum of 7 business days from the time the request is received in the ILL office to the time you receive the materials.

Books: Books will be sent to you from either SCAD’s Savannah campus’ Jen Library or SCAD’s Atlanta campus’ Atlanta College of Art Library of SCAD. ***Each book sent from SCAD Libraries will have a white slip on the front cover with the name of the library the book is checked out from.

Articles: Most articles will be scanned and articles and photocopies will be sent digitally. Articles and photocopies we obtain for you via ILL will be sent electronically as well, unless forbidden by the lending institution. Photocopies that cannot be scanned will be sent via USPS, or fax if necessary.

Returning Books
The cost of returning books is no charge to you. Use the enclosed return FedEx return shipping label when mailing. Place the FedEx label in the same place you would place the shipping label. Take the package to the nearest FedEx Kinkos or call FedEx (1-800-463-3339) for pickup from your home, or office, etc.

Responsibility of Borrower
eLearners are responsible for:
• Returning materials to the correct SCAD campus library on or before the due date.
• Making sure the materials are packaged securely.
• Making sure you allow enough time for mailing to avoid overdue fees.
• Book(s) from the time they leave until they are received back at the SCAD campus library.
• All usual fines and penalties charged for books not returned on time, damaged or lost.

NOTICE: If you receive books from both Atlanta and Savannah campus libraries, it is your responsibility to return the books to the correct campus library. Doing so will help cut down on unnecessary postage costs incurred and enable us to continue to provide you with a free return shipping label(s) to return materials at no cost to you.

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