



## Distance Learning Services



The mission of Rice Library's Distance Learning services is to provide resources and services to students and faculty involved in the university's distance education (DE) and off-campus (OC) courses and programs. The goal is that these resources and services be provided as fully and equitably to the student or faculty member learning or teaching online or from a remote location as to those on campus.

The library's Distance Learning Web page serves as a convenient portal to many of these resources and services. To access this page from the library's home page (<http://www.usi.edu/library/index.asp>), click on **Distance Learning**. There, under **Services to Faculty**, you will find links to six major categories of service, including access to the library's resources, distance education Web sites, general faculty assistance, interlibrary loan, library instruction, and reference. Each of these is briefly described below.

- **Access Library's Resources** – Here DE and OC faculty members can find quick links to searching for and establishing course reserves for their classes. Links to the library's electronic databases as well as its electronic book collections are also available. Finally, this section provides access to an alphabetical title listing of electronic journals available through USI (Journal Finder) as well as a link to the library's catalog.
- **Distance Education Web Sites** – This link provides an easily-accessed directory of Web sites devoted to distance education issues within Indiana as well as nationally and internationally.
- **Faculty Services** – Here you will find several links to information important to all faculty members. Among the topics of particular interest to DE and OC faculty are copyright information, collection development policies, interlibrary loan, reserve request, and purchase recommendation forms. The latter might include the recommendation of electronic books that would be easily accessible to DE and OC students. To discuss the selection of these resources, contact the Distance Learning Librarian (812/461-5328).
- **Interlibrary Loan** – Here you will find information concerning Rice Library's Interlibrary Loan Services which seeks to borrow from other libraries resources not owned by the library on behalf of students and faculty. The link takes you to a page which, among other things, describes the service, details its policies and guidelines, presents an online tutorial for creating a personal ILLiad (interlibrary loan) account, and provides a link to the ILLiad login screen.
- **Library Instruction** – Although providing library instruction in an online or off-campus teaching environment may present some challenges, it should not be impossible. Here you will find links to requesting this service for your class. A consultation with the Instructional Services Librarian (812/465-1277) and/or Distance Learning Librarian (812/461-5328) is recommended if this is the first time library instruction has been requested for a class.
- **Reference** – Reference services for the DE or OC faculty member are provided in a variety of ways, and this page provides links to several of these. Reference questions may be submitted to the Library staff by:
  - Telephone (812/464-1907); Toll Free (1-800-246-6173)
  - Fax (812/465-1693)
  - Email through the "**Need Help? Ask-a-Librarian. Email**" Quick Link or the "**Contact Us**" link available on most of the library's web pages

There is also access to a number of online reference sources in the link to "**Recommended Web Sites**", available in the **E-Resources** drop down menu, located along the home page's masthead. Finally, the Distance Learning Librarian (812/461-5328) is available to consult with faculty members in the design of their distance education course or the incorporation of library instruction and resources.