

Requesting, Borrowing, & Returning Library Materials: CSU Distance Students

Merinda McLure, Applied Human Sciences Librarian, Fall 2012

Contacts/Help

[Loan and Reserve Desk](#) - Ph. 970.491.1842 ([hours](#))

- Contact the Loan and Reserve Desk for [My Record account](#) issues and general help with borrowing and returning materials.

[Interlibrary Loan](#) - Ph. 970.491.1868 (M-F, 8 am-5 pm)

- Contact for interlibrary loan account issues and help.

Frequently Asked Questions

How do I request that books and other research materials be delivered to me?

Articles

- When you can't retrieve the fulltext article online through the CSU Libraries, request it through your interlibrary loan account.
- Articles will be delivered in PDF, typically within 24-48 hours. You'll receive an email when the article has been delivered. Follow the instructions in the email.

Books, media, and other physical items

- If in doubt, use your interlibrary loan account to request delivery of any item that you need.
- In [Discovery](#), use the **Request this...** link in the item record and choose **Pickup Location: ~CSU-FC Distance Learner** when prompted.
- In the [Regional Catalog Prospector](#), use the **Request this/Request it** link in the item record, follow the on-screen prompts, and choose **Pickup Location: Distance Learner** when prompted.

Dissertations/Theses

- First, search the [Dissertations and Theses \(ProQuest Collection\) database](#) by the dissertation/thesis title/author, to check for fulltext (PDF) access. No fulltext? Request the dissertation/thesis through interlibrary loan.

How do I return library items?

Return all physical library items by mailing them directly to the CSU Libraries (see addresses below).

All items delivered to you will come with addressed mailing labels.

You will need to pay the postage to return your items to the CSU Libraries. Ask the U.S. Postal Service about their **media mail** rate.

If you come to the CSU Fort Collins campus, you may return the items in person, at the Morgan Library Loan and Reserve Desk.

You are responsible for returning to the CSU Libraries all items loaned to you, by the item due dates.

- You will need to check both your CSU Libraries [My Record](#) and [Interlibrary Loan \(ILLiad\)](#) accounts to see all due dates for all items loaned to you.
- Items are checked in and removed from your accounts when they arrive at the CSU Libraries.
 - Fines/account blocks will not be waived based on the postmark date on a mailed item: plan ahead to ensure that mailed items will arrive at the CSU Libraries before their due dates.
 - Fines/account blocks will not be waived on late items because another individual returned the items on your behalf and returned them after the due date.

An addressed mailing label is included with any **interlibrary loan** items sent to you. Use this label when returning interlibrary loan items, or use this address:

Interlibrary Loan
Colorado State University Libraries
1019 Campus Delivery
Fort Collins, CO
80523

An addressed mailing label is included with any **other items sent to you by the CSU Libraries**. Use this label when returning these items, or use this address:

Attn: Dennis Morrigan-McDonough
Access Services
Morgan Library
Colorado State University Libraries
1019 Campus Delivery
Fort Collins, CO 80523

Can I return my library items to another Colorado library?

Yes, however fines/account blocks will not be waived if that library does not return the item to the CSU Libraries, or if the item arrives at the CSU Libraries after the due date. When you return an item to another Colorado library there is no way to track that you returned the item to that library on a specific date.

If you return your items to another Colorado library, be sure:

- that the library understands that the item needs to be returned to the CSU Libraries in order to be checked in and removed from your account. **Even if the item is owned by that library, it must first be returned to the CSU Libraries.**
- that the library expects to be able to return the item to the CSU Libraries by your due date.