

Edwin H. Mookini Library Policy on Shipping Materials to Distance Learners

The Mookini Library promotes equitable services for distance learning students and faculty. In that spirit, the library will ship books to students and faculty who are enrolled in / teaching a UHH or HawCC course, provided the student / faculty member is located more than 20 miles (?) from the Mookini Library. Please note that most UH Libraries materials may be sent to and picked up from any other UH Library. Shipping materials to a residence should be only for patrons who are not able to go to any UH campus.

The library will ship only books - no periodicals, audio-visual materials, microforms, etc. To request books or get assistance with other available research materials, including online books and journal articles, please contact Distance Learning Librarian Amy Saxton or the Reference Desk (contact information below).

Books shipped to undergraduate students will have a check-out period of 45 days, to allow time for shipping while maintaining the 28-day loan period. The check-out period for faculty and graduate students will remain 180-days. Provided there are no holds on the title, books may be renewed online through *Hawai'i Voyager*.

Like any other library materials, the borrower is responsible for the books from the time they are received until they are checked back into the library. Therefore, when returning books by mail, shipping via a trackable method (delivery confirmation, signature required, etc.) is recommended; however, this is optional. The borrower is responsible for costs to ship items back to library.

Books may be returned to any of the following **University of Hawai'i** Campus Libraries. Do **NOT** return materials to a state public library: the borrower will be responsible for all fines and fees until the book is returned to a UH library.

Mookini Library (UH Hilo campus)
Mānoa campus (Hamilton Library and Sinclair Library)
Honolulu Community College
Kapi'olani Community College
Kaua'i Community College
Leeward Community College
Maui Community College
Windward Community College
UH Center West Hawai'i (Kona)
UH West Oahu

For any library assistance, please do not hesitate to contact:

Distance Learning Librarian	808-974-7733	saxton@hawaii.edu
Reference Desk	808-974-7346	mookini@hawaii.edu