

Services for Distance Education and the Center for Marine Science

In addition to our interlibrary loan services [display: [link to other ILL videos](#)], Randall Library is proud to support the research needs of our distance education faculty and students by mailing items to your location and scanning articles & book chapters from the Randall Library collection.

Qualifying individuals include:

- graduate students and faculty at the Center for Marine Science (CMS),
- distance education students currently enrolled in extension and online programs, and
- graduate students completing degree requirements outside of the Wilmington area.

Enabling Distance Privileges

To receive distance ILL services, you must correctly configure your ILL profile.

Start by opening the ILL page and clicking on “interlibrary loan logon.” If you have an existing ILL account, please login and then click on “edit your profile.” If you are a first-time user, you will be prompted to create a new account.

In your profile, please:

1. Select your department/major
 - o (grad students at the Center for Marine Science, please select “CMS”)
2. Set your status as “Distance Ed Grad,” and
3. Enter your address
 - o So that we can ship UPS with tracking, please provide a physical address, not a PO Box.
 - o Graduate students at the Center for Marine Science should enter “CMS/Myrtle Grove” as their address.

Books and Other Physical Media

Items will be mailed via the United Parcel Service (UPS) with return shipping provided (or via intercampus mail to CMS).

Please place a request using the ILL form for any item, including those from Randall Library collection. Items requested from Randall Library’s collection will have their standard check out period. Interlibrary loan item check out periods are determined by the lending libraries and will be different from Randall Library’s check out periods.

ILL items will include a slip with the due date and a note stating whether or not the item can be renewed. Please return all paperwork when you return the item. Renewable items are typically only granted one renewal, and the request must be submitted through the user’s ILL account before the item’s due date.

Articles and Books Chapters

Articles and chapters will be sent electronically. Please allow at least 2-4 business days for delivery. Please login to interlibrary loan to request all articles and book chapters, regardless of whether they are held by Randall Library or not.

You will be notified via email and/or text when requested items are available to download. PDFs are hosted on the Interlibrary Loan server for 30 days, after which they are deleted and cannot be recovered. Please download articles before they expire.

Scans of articles and chapters (up to 50 pages where permitted) are provided from the following Randall Library collections:

- Journals, magazines, and newspapers,
- Government Documents, and
- Reference & General Collection books.

Requests for Special Collections or Archives materials are considered on an individual basis.

If Randall Library does not have the article or book chapter that you need, we will request it from another library.

All scans are intended for individual, academic use, and requests to scan multiple articles from a single journal issue, multiple chapters from a single book, or the entirety of a work may be prohibited by copyright restrictions.

Help

At any time, you can open the ILL page, click on "interlibrary loan logon," and login to check on the status of your request.

You can also contact the ILL office at 910-962-7312 or 910-962-7005, or by email at libraryill@uncw.edu. The ILL office is typically open from 8am-4pm on Monday – Friday.

To check the status of items (such as books or DVDs) from the Randall Library collection, click "My Account" on the Randall Library homepage. Or, contact our circulation department at 910-962-3272.