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## What information does UREAD need?

UREAD staff will need to know:

- Name
- U of R student ID number
- Mailing address
- Email address
- Daytime phone number
- Course name and number
- Instructor's name
- Location where you are taking the class
- Date assignment is due
- Detailed information about the books, journal articles or other material you are requesting.

We can't fill your request without this information.

Dec 2013



C O N T A C T   U R E A D  
F O R   M O R E  
I N F O R M A T I O N :

Toll-free phone: 1-800-667-6014

Fax: 306-585-4493

Email: [uread@uregina.ca](mailto:uread@uregina.ca)

Website: <http://www.uregina.ca/library/services/uread/index.html>

Mailing address:

UREAD, Dr. John Archer Library

University of Regina

3737 Wascana Parkway

Regina, SK S4S 0A2

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University  
of Regina

## UREAD Off-Campus Library Service

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UREAD (University of Regina Education at a Distance) is a service that provides library support for distance students (those who both live and study outside of Regina), as well as distance education faculty and staff.

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# What can UREAD do for you?

## Library Materials

UREAD lends and sends library materials (books, government publications, journal and newspaper articles, etc) to distance students, faculty, and staff.

### Borrowing

Contact UREAD to borrow material from the Archer (Main) Library, Federated College libraries (Campion, Luther, and FNUNIV Regina campus). We'll even order items for you from other libraries via interlibrary loan.

### Loan Periods

Standard loan periods are:

- Undergraduate students=4 weeks
- Graduate students=end of current semester
- Faculty=end of current academic year

Note, however, that your loan period may be shortened if the item was obtained by interlibrary loan or has been requested by another U of R student/staff/faculty member.

**UREAD works on a first-come, first-served basis, so be sure to plan ahead and request your items early!**

Keep your due date and mailing time in mind because overdue charges apply to items received after the due date.

### Renewals

You can renew your library items provided they were not obtained via interlibrary loan and provided no one else has placed a hold or recall on the item. Renew online or call UREAD's toll-free number.

### Cost

UREAD mails items at no charge to you and includes a postage-paid label so that you do not have to pay postage to return items to us.

### Services

UREAD provides a range of services to distance students/faculty/staff, including:

**Reference assistance**—one-on-one support via phone, email, or instant messaging to help you find the information you need.

**Off-campus access**—library barcodes and information to assist with off-campus access to our hundreds of online databases and thousands of online journals and books.

**COPPUL cards**—a special library card that allows you to use and borrow from many other Canadian academic libraries in person (including the University of Saskatchewan)

## Additional Services for Faculty

### Class Instruction

Whether you are teaching a face-to-face, televised, or online course, our liaison librarians can develop library/information literacy instruction for the students in your course.

A Librarian can come to your site, deliver instruction over SCN, or develop online solutions to help your students find the information they need to succeed.

### Course Planning Support

New to distance teaching, or just not quite sure how to incorporate library resources into your teaching? Your liaison librarian can advise on the availability of electronic and print resources, advise on creating research assignments that are feasible at a distance, and even prepare an online guide to class-relevant resources to get students started on their research.

### CONTACT UREAD FOR MORE INFORMATION :

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