

Library Services for MBA Distance Education Students

ENROLLMENT REQUIRED

The University of Iowa Libraries offers resources and services to all students enrolled in the Evening MBA courses directed by the Henry B. Tippie School of Management. Information about distance education courses and programs can be obtained by contacting the School at the following:

1-800-622-4692

evemba@uiowa.edu

<http://www.biz.uiowa.edu/mba>

DISTANCE EDUCATION LIBRARY SERVICES

<http://www.lib.uiowa.edu/disted>

The *Find & Search Resources* link guides students to all electronic resources and databases available from the Libraries over the Web. The *InfoHawk Catalog* link provides access to information about all books, journals, etc., owned by the Libraries.


SHORT-CUTS TO ELECTRONIC RESOURCES BY SUBJECT

The Distance Education Library Services Homepage includes a link to The University of Iowa Libraries Catalog, which provides access to information about all books, journals, etc., owned by the Libraries. The shortcut to "Business" includes a link to the Marvin A. Pomerantz Business Library.

Marvin A. Pomerantz Business Library

<http://www.lib.uiowa.edu/biz>

Databases vary in scope and coverage. When distance education students attempt to use the Libraries' electronic resources, the Libraries' proxy server (EZproxy) will prompt them for their Hawk IDs and Passwords (the University assigns a Hawk ID and Password to every student). For information about the ID system or to look up your ID, go to <http://hawkid.uiowa.edu>.

 While searching in various databases, look for InfoLink to guide you to full-text options, including access through UI subscription databases and print holding in UI Libraries.

ON-CAMPUS CIRCULATION PRIVILEGES REQUIRE STUDENT ID CARDS

Distance education students can use all libraries located on campus in Iowa City at any time, and they can checkout books as long as they have a University Student ID card. See <http://continuetolearn.uiowa.edu/ccp/studservs.htm#idcard> for more information. An ID card, however, is needed only when checking out books from on-campus libraries; distance education students do not need a student ID card in order to use electronic resources or document-delivery services.

DOCUMENT DELIVERY AND INTERLIBRARY LOAN SERVICES

Document Delivery Service – For delivery of books or articles owned by the UI Libraries – **(As of July 1, 2007, this is a free service.)**

For students who would like to have books or articles sent directly to their homes or offices, the UI Libraries provides a special service that delivers material to students usually within 24-to-48 hours of each request.

Document delivery requests for articles chapters from books, and books should be submitted electronically to the Interlibrary Loan/Document Delivery service:

<https://illiad.lib.uiowa.edu/logon.html>. When you first log in, please choose “Distance Education Program” as your status, indicate your degree program/location, and provide an accurate address for notification.

- **Articles and Book Chapters:** Distance education students have the option of having articles and book chapters delivered electronically or mailed to any address that they provide.
- **Books:** Distance education students also may request that books be sent by UPS to any address that they provide. Students are responsible for returning books to the Main Library or Hardin Library before the due date, and they may use any delivery method that they prefer (mail, UPS, hand-delivery, etc.). Renewals are possible by contacting lib-maincirc@uiowa.edu or calling 319-335-5912.

Interlibrary Loan (ILL) – For delivery of books and articles not owned by The University of Iowa Libraries

- **Articles and Book Chapters:** To make an ILL request for articles or book chapters not owned by The University of Iowa Libraries, see the online request forms at: <https://illiad.lib.uiowa.edu/logon.html>. This is a free service. When you first log in, please choose “Distance Education Program” as your status, indicate your degree program/location, and provide an accurate address for notification.
- **Books:** Distance education students are encouraged to use the interlibrary loan services available at their affiliated, local college or university libraries. ILL services can take just a few days, or they can take up to two-to-three weeks. Students are encouraged to place requests as soon as possible. The UI Libraries cannot obtain book loans for Distance Education students; again, please contact your local college, university, or public library. Typically, this is a free service.

REFERENCE SERVICES

Any student who needs help finding information for a class project or help with research strategies should contact David Martin, Head of the Marvin A. Pomerantz Business Library, or the Coordinator of Library Services for Distance Education. Web-based email forms are available on the Business Library and Distance Education homepages.

David Martin (j-martin@uiowa.edu)
1-319-335-3078

lib-disted@uiowa.edu
1-877-807-9587 (toll-free)