

Distance and Off-Site Student Library Services

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Summary

Overview of library services available to distance and off-site students

Eligible Students

Distance library services are only available to the following types of students:

- Current A-B Tech distance learning students taking *only* online courses and living outside the Buncombe/Madison counties region.
- Current A-B Tech students taking curriculum courses *only* at an off-site location such as Enka, Madison, or A-B Tech South.

Procedures

Eligible students can fill out the [Distance Learning and Off-Site Students Book Request Form](#) by going to abtech.edu/library and selecting “Distance Learning and Off-Site Students Book Request Form” on the left of the page. Students may borrow up to three books at a time via mail, but media does not circulate through the mail due to shortened loan periods.

To check out books via mail, please follow the steps below.

- Use the online [Library catalog](#) to search for books.
- After selecting book(s) for check-out from the catalog, fill out the [Distance Learning and Off Site Students Book Request Form](#).
- Up to 3 books will be mailed for a two week check out period (with an additional ten days added to allow for the books to be received and returned).
- The books may be renewed once if there are no other requests for them. You can renew the books online using the [Renew Items](#) link.
- To return the books, use the "postage paid" mailing label that was included with your original mailing.

Overdue fines are 25 cents per day with a maximum fine of \$10.00 per book. The charge for lost books is the replacement cost plus a \$10.00 processing fee.

More Information

For more information or if the book you need is not in the [Library catalog](#), contact the Don C. Locke Library directly at [\(828\) 398-7301](tel:8283987301). For additional information, you can also visit libguides.abtech.edu/distancelearning or abtech.edu/library.

Key Words: distance learning, distance, library, virtual library card, distance library, library resources for distance students

Online URL: <https://info.abtech.edu/article.php?id=511>