

Distance Education Students

Last Updated Tuesday, 13 November 2007

The following services are available to persons enrolled in UTC distance education programs. These services are administered by the InterLibrary Loan Department.

All book and article requests for distance learners are routed through our InterLibrary Loan system, ILLiad. To register with Lupton Library as a Distance Education student:

- Go to the ILLiad website and Logon to ILLiad using your UTCID and password. Complete and submit the ILLiad new user registration form, AND
- Fill out and submit the Distance Learner Registration Form.

Service requests from distance learners will be accommodated as quickly as possible. However, distance learners are encouraged to plan well in advance of need so that unforeseen delays will not cause difficulties.

Accessing journal articles

- Library staff will retrieve items from any of our print or microform collections and will order materials not owned by UTC through InterLibrary Loan. These items will be delivered electronically to the UTC distance education student's ILLiad account.
- Articles will remain available for 21 days from the date they are posted and a notification email is sent.
- Electronic copies of articles are free to distance learners and are governed by U.S. copyright law.
- To request articles, logon to ILLiad and complete the "Request a Photocopy" form. **IMPORTANT:** When you register as a new user on ILLiad, don't forget to also fill out and submit the Distance Learner Registration Form.

Accessing books

- Before requesting books through UTC, distance education students are encouraged to check with libraries in their local area. Using local library resources will often save the distance education student time (no waiting on books to be mailed) and money (no return shipping fees).
- Library staff will retrieve requested items from our circulating collections and will order materials not owned by UTC through Interlibrary Loan. These items will be mailed to UTC distance education students.
- Lupton Library borrowing policies or InterLibrary Loan borrowing policies apply to all such loans.
- Items can be returned in person or by mail.
- To request items, logon to ILLiad and complete a "Request a Book" form. **IMPORTANT:** When you register as a new user on ILLiad, don't forget to also fill out and submit the Distance Learner Registration Form.

Accessing items owned by other Tennessee Board of Regents / University of Tennessee Schools (TBR/UT)

- UTC students, faculty, and staff have borrowing privileges at all of the Tennessee Board of Regents and University of Tennessee schools. Click [here](#) to find out more about this service and to see a list of schools.
- To request that a TBR/UT card be mailed to you, please submit the online Distance Learner TBR/UT

Card Request Form.