

## Summit and Sage Systems Materials Requests

Students taking online courses who live outside of Union County may request that library materials be mailed to their home. We request that students taking online courses who live on campus or within Union County pick up interlibrary loan requests in person. This is simply to reduce our shipping costs.

### Summit Catalog Materials

There are two options for Summit catalog materials delivery for students living outside of Union County:

1. If you live near another Summit institution, you can go to that institution's library and ask staff to set up a visiting patron account. You will need to be able to verify that you are currently registered at EOU. (If you wish to obtain an EOU ID card, please send a photo to your advisor, with a request to submit the photo to the Registrar's office. A photo ID card will be printed and mailed to you. If you have questions, please contact your advisor or the Registrar's office at 541-962-3519). After you have set up a visiting patron account, you can request Summit materials using that account and items will be delivered to that library. You are not responsible for return postage if materials are returned to the same library.
2. If you do not live near another Summit institution, request the item and select Eastern Oregon University as the institution with which you are affiliated, then enter your EOU ID number and EOU Library password. The material will be sent to EOU Library within 5-7 business days, and you will receive an email notification. We will check out and mail materials to your home address. Books are sent U.S. Library Mail, which is slower than regular mail. You are responsible for return postage and any overdue fines.

If items have not arrived in a reasonable amount of time, email Interlibrary Loan staff at [illoans@eou.edu](mailto:illoans@eou.edu) or call 541-962-3735.

Tips for Summit items:

- You are not allowed any renewals. Summit books have a 6-week checkout. Be sure to allow for mailing time when you send the item(s) back to avoid overdue charges.
- Do not order audiovisual materials. Summit audiovisual materials have a 6-day checkout, which does not allow enough time to send them to you, and for you to send them back without accumulating fines.

### EOU/Sage Catalog Materials

There are two options for EOU/Sage catalog materials delivery for students living inside or outside of Union County:

1. If you live inside or outside of Union County near any library listed as a pickup location on the request form in either catalog, and have a library card from one of those libraries or have an EOU ID number, you can use the pickup location feature to have materials sent to the library

you select. You are not responsible for return postage if materials are returned to the same library.

2. If you live outside of Union County and you do not live near one of the libraries listed, or you would rather have materials mailed to your home address, choose EOU EOU Library as the pickup location. We will check the item out to you and mail it to your home address. Books are sent U. S. Library Mail, which is slower than regular mail. You are responsible for return postage and any overdue fines.

Tips for EOU/Sage items:

- Items can be renewed online by accessing your library account at My Account on the library home page, unless the item is overdue. If it is overdue, you must call for renewal: (541) 962-3864.
- A few Sage libraries do not allow renewal; please read the band on the item.
- Be sure to allow for mail time when you send the item back to avoid overdue charges.

### **Articles**

Magazine and newspaper articles are usually scanned and sent to the requestor via e-mail.

If a print copy of an article is required, copying and postage charges will be assessed at \$ .10 per page plus a handling fee of \$1.00.

Documents on microfilm or microfiche under 35 pages in length are scanned and sent to the requestor via e-mail. For documents on microfilm or microfiche that are 35 pages or over, the microfilm or microfiche will be mailed to you for viewing using a film/fiche reader at your local library.