



# Rod Library

Distance Learning Services  
User Guide

# Available Services

## Let our staff...

- ... locate, check out and send in-house books.
- ... locate, photocopy, scan and e-mail articles (subject to U.S. copyright law).
- ... help you get started in your research.

## Help yourself...

- ... to our online resources. All currently enrolled UNI students have remote access to library databases, e-journals and e-books.

## Eligibility

To qualify for Rod Library's distance learning services, you must...

- ... be currently enrolled in at least one course through UNI Continuing and Distance Education, including online or video conferencing courses, off-campus workshops or Guided Independent Study.
- ... have your place of residence located more than 20 miles from campus.

## Electronic Access

If you have a computer with an Internet connection, you can access Rod Library's electronic resources at [www.library.uni.edu](http://www.library.uni.edu).

### UNISTAR

Use the "Library Catalog" tab on the library's website to find books and other library materials owned by Rod Library through the library catalog, UNISTAR. You may also log into your library account in UNISTAR to view your circulation record to see what items you have checked out and when they are due. If you have renewable items, you may renew them remotely through the "My Library Account" feature.

### Electronic Resources

Use the "OneSearch" tab on the library's website to access many databases and to find articles, books and more.

When searching the library's databases, many complete articles are available online. You can print the electronic articles at no charge using your home or office computer.

If the complete article is not located in a library database, you may request it from the Rod Library and we will attempt to acquire the article for you (subject to U.S. copyright law).

## Requesting Materials and Help

Obtaining books and articles is quick and easy. All requests for ARTICLES and BOOKS should be submitted through ILLiad. After you log in using your UNI CatID, you will be able to submit, view and track your requests efficiently. Links to ILLiad are found on Rod Library's website, including [guides.lib.uni.edu/distance](https://guides.lib.uni.edu/distance).

For help, email [libde@uni.edu](mailto:libde@uni.edu) or call 319-273-2838 or 866-207-9410 with your questions.

## Access to Other Libraries

In some instances, you may be able to obtain the information and materials you need at your local library. You may use your local library card at all public libraries in the state of Iowa and you can often use another library's electronic resources when you are within the library.

### Iowa Regent Libraries

As a student of an Iowa Regent institution, you may have borrowing privileges in libraries at the University of Northern Iowa, The University of Iowa and Iowa State University. You may check out materials from any Iowa Regent library, subject to regulations of the lending institution.

Your UNI ID card identifies you as a UNI distance education student. Please note that it may take time for the ISU and UI libraries to fully process your registration.

For your convenience, the Rod Library website provides links to ISU and UI online library catalogs so you can check the catalogs before traveling to the libraries.

### Rod Library

Offering specially-designed services to enrich your distance learning experience

**Toll free:** 866-207-9410

**Phone:** 319-273-2838

**Fax:** 319-273-2913

**E-mail:** [libde@uni.edu](mailto:libde@uni.edu)

**Loan Renewals/  
Circulation Desk:** 319-273-2462

**Web:** [guides.lib.uni.edu/distance](https://guides.lib.uni.edu/distance)



# Library Hours

## Fall & Spring Semester

Monday – Thursday	7 a.m. – midnight
Friday	7 a.m. – 7 p.m.
Saturday	10 a.m. – 5 p.m.
Sunday	noon – midnight

## Summer Semester

Monday – Thursday	7 a.m. – 8 p.m.
Friday	7 a.m. – 5 p.m.
Saturday	noon – 5 p.m.
Sunday	noon – 8 p.m.

During **interim breaks**, library hours are usually reduced, and the library is often closed on the weekend. The library is also **closed on university holidays**. Contact the library for details.

As a reminder, the reference desk, including many other areas of the library, are not fully staffed during all hours of library operation.

**For current hours and more information, visit [guides.lib.uni.edu/distance](https://guides.lib.uni.edu/distance)**

## Rod Library Charges

All charges automatically applied to your u-bill.

**Fax charges:** 25¢ for each page

**Copy charges:** none

