

Approval for access to Library Distance Services

Departments are required to submit this form to authorise provision of Library Distance Services to a student who is not enrolled in a distance course.

Automatically Eligible:

Students enrolled in a course with a distance site indicator (D, N, T, R, Y) are automatically eligible for Library distance services and do not require this form to be completed.

Criteria for Departmental approval:

The Student must be -

Enrolled in a postgraduate course (non College of Education) and live outside the Canterbury region during the current academic year

Please complete the following information:

Academic department	_____
Student name	_____
Student ID	_____
UC student email address	_____
Postal address (term time)	_____

Course code	_____
Duration of course(start and end dates)	_____

I hereby confirm that the above student is eligible for Library distance services.

HOD/Academic Manager: _____ (please print)

Date: _____ (signature)

Service Charges:

The University of Canterbury Library will pay for the provision of all distance services other than the following:

- photocopy charges (it is expected that students will pay these charges)
- Supply of material not held by UC Library (Interloan) will be charged to the Department

Fully enrolled students can access most if not all electronic services provided by the Library, upon an authentication process using their current IT login. Students will need to maintain a credit balance on their Diebold (IT) account. For further information on our Interloan Service please review our distance service guide at <http://library.canterbury.ac.nz/interloans/distance.shtml>

Overseas students

Print items from the University of Canterbury collections will not be supplied to students living out of New Zealand.