

BARTON

LIBRARY

Dare to know

Inter-Campus and Distance Loans User Guide

- **What are Inter-Campus and Distance Loans?**

Inter-Campus and Distance Loan services allow faculty, staff, and currently enrolled students to request Library materials to be transferred between Barton Community College campuses and to remote locations.

- **Who may use Inter-Campus and Distance Loans?**

These two services are open to faculty and staff affiliated with the Grandview Plaza, Fort Riley, Fort Leavenworth, and Pratt campuses, and to all students currently enrolled in a Barton program or class. Barton Library accounts must be in good standing.

- **What materials are available via Inter-Campus and Distance Loans?**

This applies to physical materials owned by the Barton Library (e.g., books, periodicals, and audiovisuals).

- **Restrictions**

Items located in the Cohen Center for Kansas History cannot be loaned out. Researchers are welcome to request an appointment to access the collection in person.

- **How do I submit an Inter-Campus or Distance Loan request?**

1. Search the [Barton Library Catalog](#) to confirm an item's availability.
2. Once verified, fill out the [Request form](#).
3. If assistance is needed, you may contact Library staff at library@bartonccc.edu or (620) 792-9365

- **How long may I check-out an Inter-Campus or Distance Loan?**

The standard length of time is sixty (60) days. All materials must be returned to the Barton Library by the end of the current semester.

- **How do I renew items?**

Materials may be renewed for an additional two (2) weeks by contacting Library staff. If the same materials have been requested by another patron, a renewal will not be permitted, and the materials must be returned by the due date.

- **How much does Inter-Campus and Distance Loans cost?**

Books and periodicals are loaned free of charge.

- **How much time should I allow for the processing of my Inter-Campus or Distance Loan request?**

Requests are processed during the weekdays. Materials are delivered to the Grandview and Fort Riley campuses every Wednesday. Materials going to the Fort Leavenworth and Pratt campuses are transferred via UPS on the first (1st) and fifteenth (15th) of every month, but we cannot guarantee a specific arrival time. Materials being loaned to College Advantage high school partners or to remote instructors and learners will be shipped either through the Kansas Library Express courier service or UPS.

- **Where do I pick up / return my Inter-Campus or Distance Loans?**

To pick-up or return Inter-Campus materials, the designated location is the respective programs offices on the Grandview Plaza, Fort Riley, Fort Leavenworth, and Pratt campuses, and the offices of the local College Advantage contact. Patrons in remote locations who receive Distance Loan materials via UPS should utilize the pre-paid shipping label for returns.