Flexible Library Service:
Introduction and Registration

**Purpose of this Module**

What you will learn:

1. What is the Flexible Library Service?
2. How to make the most of the Flexible Library Service.
3. How to access the registration form for the Flexible Library Service.

To progress through the module, click on the <<<Back and Next>>> buttons at the bottom of the page. Roll the mouse over text that is highlighted for more information.

**What is the Flexible Library Service?**

It is a service for UTAS students and staff who are:

- living or undertaking practical placement more than 40km away from the Launceston and Sandy Bay campuses during semester or
- undertaking studies or working at the Cradle Coast Campus.

*This service offers the opportunity to:

- request specific items from the Library catalogue and have them posted to your designated address;
- request articles or extracts from books to be scanned and emailed to you;
- ask for help when searching for information.

Note: We are unable to send books to you if you are living overseas.

**Borrowing with the Flexible Library Service**

The Flexible Library Service offers some extended loan periods to compensate for the time that items are in the post. Loan periods for clients registered with the Flexible Library Service are:

<table>
<thead>
<tr>
<th>3 Day Loans.</th>
<th>General Collection (Low Demand)</th>
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<tbody>
<tr>
<td>Loan period of 5 days.</td>
<td>*Undergraduates:</td>
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<tr>
<td>Maximum of 5 items at any one time.</td>
<td>Loan period of 35 days.</td>
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<td></td>
<td>Max. of 25 items at any one time.</td>
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*Honours & Postgraduate students +Staff:
- Loan period of 84 days.
- Max. of 50 items at any one time.
Note: An item you have on loan may be recalled if requested by another client. You will be notified by email if the loan period has been reduced. You will have 10 days to return a recalled item.

**Returning Items.**

Please remember items need to be renewed or returned by the Due Date.

You can return items:
- By mail (at your expense)
- In person at any UTAS Library branch
- Via the self-check at the Cradle Coast Campus or Devonport Polytechnic Library (remember to return items BEFORE the due date to allow for return to the UTAS library).


**Additional Notes on using the Flexible Library Service**

- Allow 3-4 working days for your items to arrive.
- The Library will undertake to contact you if material cannot be found or if there are any other issues with supply.
- The Library can provide you with a scanned copy of an excerpt from a Reserve item however Reserve items cannot be posted.
- We are unable to post books to you if you are living overseas.
- Items can be renewed up to three times if they are not overdue and have not been requested by other clients. This can be done:
  1. Via your My Library account (accessible from the Library Catalogue)
  2. Via Email: flexible@lib.utas.edu.au
  3. Via Phone: (03) 6430 4985
- If the requested items are not available, eligible users (Staff and post-graduates) can try the Document Delivery service.

**Requesting Books, CD’s, DVD’s etc…with the Flexible Library Service**

1. Search the Library Catalogue for an item.
2. Select the Request It button in the Library Catalogue record.
3. Enter your ID number from your UTAS ID card or Special Borrower card and your Library PIN. Click Submit Query (Need a PIN? Select ‘Don’t Know Your Pin?’ to create one).
4. Select your pick up location (select Flexible Library Service) and click Submit.

Note: Choosing ‘Flexible Library Service’ will ensure that the item is sent to your designated home address used for all communication with the University of Tasmania. Please make sure to keep your eStudent Centre records up to date.
5. Logout to protect your account privacy.

**Requesting Scanned Copies of Extracts from Books or Journals.**

2. Scroll down the page and click on the Access and Borrow link.
3. Click on the Flexible Library Service link.
4. Click on the 'How do I request an item' tab to access this page.
5. Click on the 'Request' link to go to the request form.

This is the Request a Scanned Copy Form which can be used to request extracts from books or journals for the Flexible Library Service. Copyright rules apply - up to 10% of a book can be scanned and emailed to you.

Choose ‘Flexible Delivery’ in the You are section.

6. Select ‘Scan and attach to email’ as an option in Delivery Details.
   TIP: If you are unsure of which part of the book you require, you can request that the Contents page/s of the book be sent first. Add the words ‘Contents pages’ to the Comments section.

That’s all, folks!

For more information, please refer to the Library’s web page on the Flexible Library Service:

Or contact us on:
Phone Number (03) 6430 4985
Fax Number (03) 6430 4950
Postal address Locked Bag 3512, Burnie. TAS 7320
Service Coordinator - Pauline Lister (03) 6430 4985