



## Library Accounts for Visiting Researchers & Students from Other Institutions

### How to Obtain an YC Visiting Researcher Library Account

1. The Visiting Researcher (VR) must indicate to his/her Yukon College Sponsor the need for library privileges.
2. The **Sponsor** completes the VR Library Card itself (available from departmental Administrative Staff or Library).
3. **The Dean, Director, or VP Research** must provide the authorizing signature for the card. Once signed, the card must be returned to the Library.
4. Library account is set up based on the information provided on the VR Library Card.

### Responsibilities of the Sponsoring Department or Division

- To obtain a Yukon College email account for the VR.
- **To pay any library fees** that are incurred and not paid by the VR.
- To ensure that the VR follows all library policies.
- **To notify Library Staff** if the VR's time has been extended longer or ended earlier than first indicated.

### Library Privileges for Visiting Researchers

- Ability to borrow circulating materials (books, videos, etc.) from the collection.
- Ability to access the databases off-campus.
- Ability to request audio-visual equipment.
- Ability to request interlibrary loans (ILL). Note: This option is granted on a case-by-case basis.
- Ability to request library instruction.

### How Visiting Researchers Can Give Back to YC Library

- Donate a copy of their work.
- Give feedback to the Library Staff regarding subject specialty. We welcome suggestions that might improve our collection or add valuable information to our library instruction sessions.

### Borrowing Agreements - Students from Other Institutions

- As a member of the BC Library Consortium, we provide full reciprocal borrowing to current students and employees at BC post-secondary institutions for free.
- Canadian University Reciprocal Borrowing Agreement: while we are not a Canadian university nor a member of COPPUL, we honour this agreement with the caveat that the student must provide a valid student card and proof of a permanent address. Link to Agreement: <http://www.coppul.ca/rb/rbindex.html>
- Alaskan Institutions: we provide full reciprocal borrowing to current students at Alaskan universities