

Campus Document Delivery (CDDS) Policies

Eligibility

- Eligibility to borrow materials via ILL is limited to:
 - Current UCD faculty, staff, students
 - Retired and emeritus UCD faculty and staff
 - Spouses and children of current, retired, and emeritus UCD faculty and staff
- Other users may borrow UCD-owned materials stored at the Northern Regional Library Facility via ILL; users must contact ILL staff directly to place requests
- All users must possess a valid UCD library card in good standing to borrow materials via CDDS

Restrictions

Some items may not be requested via CDDS:

- Materials owned by and available electronically from UC Davis libraries
- Materials owned in UCD Special Collections; Special Collections manages a separate, fee-based duplication service
- Recreational materials not related to University research or teaching
- Articles and chapters in excess of 50 pages; articles and chapters in excess of 50 pages must be copied/scanned by the user
- Whole item copies/scans; regardless of the length or copyright status of the piece, ILL staff will not duplicate entire works

Request Processing

- Most requests are processed within 24-48 hours of receipt, not including weekends and holidays. Requests from the microform collection may take longer to process.
- Requests are limited to five requests per person per day; requests submitted in excess of five per day will be processed as time allows. Requesters will be notified of delays.
- Every attempt will be made to fill all orders, but delivery cannot be guaranteed since materials are occasionally in use or missing.

Rush Orders

- Health Sciences users must place Rush requests with the Health Sciences ILL unit
- Health Sciences users must notify Health Sciences ILL staff when they are placing a Rush request (530-752-6379)

- Rush requests that are necessitated by a medical or veterinary emergency should be noted as "PATIENT CARE EMERGENCY"

Request Fulfillment

- Most requests will be filled by an electronic or digital copy sent to the requester's email address
- In cases when an acceptable electronic or digital copy is unavailable, the physical item will be sent for the user to pick-up and review
- Requests that cannot be filled via CDDS will be transferred to the ILL service for fulfillment from an external source