

# Interlibrary Loan (ILL) 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
- All Users must possess a valid UCD library card in good standing to borrow materials via ILL

## Restrictions

Some items may not be requested via ILL:

- Materials owned in any format by UC Davis libraries, unless checked-out, missing or lost; material checked out at UC Davis may be requested from other UC libraries only
- Textbooks required by current course syllabi
- Materials currently in the library Reserves collections
- Recreational materials not related to University research or teaching

## Request Processing

- Most requests are processed within 24-48 hours of receipt, not including weekends and holidays.
- 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**

- Requests with a pick-up location of CHSL or BML will be processed by the CHSL ILL unit
- Requests with a pick-up location of Shields or PSE will be processed by the Main ILL unit
- Most requests for articles and chapters 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 requester to pick-up and review

## **Borrowing, Renewing, and Returning**

- Loan periods are set by the owning institution
- Special restrictions may be placed by the owning institution, such as "library use only" or "no renewals"
- Users should submit renewal requests at least one week prior to the due date to allow sufficient time for a response from the owning library

## **Damaged and Lost Items**

- Items that are returned damaged are subject to billing
- Items that are lost or returned late or subject to billing
- The owning library may assess charges in excess of those typically assessed by UCD; supplemental bills will be issued as needed