Interlibrary Loan Article Requesting Quick Guide

1. Search available online databases for articles; for this quick guide, we began our search in PubMed
2. Locate the article you need; if full-text isn’t available, click the UC-eLinks button to begin an Interlibrary Loan/Document Delivery request

3. You will be redirected to Primo, the UC Davis library catalog. You will be able to see if the library has physical holdings. If so, you’re welcome to retrieve the material from the stacks yourself or continue with requesting the article.

4. Click Interlibrary Request to continue using the Interlibrary Loan/Document Delivery Service

5. Enter your Library Card/Account Number and click Next. For most UC Davis faculty, staff, and students, this will by your Kerberos username.

6. Verify that the request information is correct and fill out all required fields; add Notes as needed (indicate if this is a RUSH REQUEST in the Notes field; Ex. Urgent patient care, imminent grant or publication deadline, etc.). We recommend that all users email a confirmation of this request to themselves to help with follow-up and tracking. Click Next.
7. Click **Request It!** to submit the request or **<< Back** to edit the request before submitting.

8. After your request is submitted, you will be notified via email once the article is available.