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 UCD-eLinks button to begin an Interlibrary Loan/Document Delivery request

3. You will be redirected to 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. If not, you’ll see a message similar to that below and should proceed with requesting via Interlibrary Loan

4. 

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

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

7. 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.

8. Click Request It! to submit the request or << Back to edit the request before submitting
9. After your request is submitted, you will be notified via email once the article is available

If you have any questions regarding article ordering or about Interlibrary Loan in general, or if you need help submitting your request, please contact Interlibrary Loan staff for assistance:

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