



How to Get an Article or Book

In order to get a copy of an article, you must first find out where the article is located. It can be in any of the following places:

- Online - you can print it out at your desk
- At the Health Sciences Library in Davis or at the Medical Center Library in Sacramento – you can go to the library and copy the article or you can order the article online. A copy of the article will be scanned and made available to you on a web site within 1-2 days. When it is available you will be sent an e-mail message that it has arrived at the library.
- At a Non-UC Davis Library – you can order the article either online or in person and you will get an e-mail message when the copy of the article has arrived at the library.

Here are some instructions on how to find an article or book whether you have a PubMed printout or not, and how to request an article or book.

When you have a PubMed printout and want to find out where an article is located, follow these steps:

1. Each article on the printout has a PMID number. Find the PMID number for the article you need.
2. Go to the Health Sciences Libraries web page at <http://www.lib.ucdavis.edu/dept/hsl/>
3. Click on **PubMed** (at the top of the blue column on the left).
4. Put the PMID number in the search box (just the number, not the letters PMID). Click on GO or press the ENTER key.
5. You should see the author(s), article title and journal title for the article you want.
6. Click on the author's names.
7. Click on the yellow icon that says "**UC-eLinks**"
8. If the first line says "**Full text available from...**", then just click on that link and you will be taken directly to the article. When you get to the article, make sure you choose the "**PDF**" display and print it out.
9. If the first line says "**See if your campus has this...**", that means that we probably don't have it online and you'll need to locate a paper copy of the article. Click on the line that starts, "**Check for location and Circulation status in the UC Davis Harvest Library Catalog**".
10. You'll be shown whether any UC Davis library has the journal that has the article you need.
11. If the journal you need is at your home library, either the Health Sciences Library or the Medical Center Library, then come to the library and copy the article. At HSL, journals are library-use-only and must be copied in the library. Whereas, at MCL, you can borrow the journal for a day and copy it in your department.

12. If the journal you need is at any other library on campus OR if it is not on campus at all, then close the window and bring up the UC-eLinks window again. This time, click on the link that starts “**For interlibrary Loan or Document Delivery...Request**”.
13. Complete the form by filling in the following:

Request

[Sign In](#)
[Create Profile](#)
 Personal Profile: **Off**

[Help](#)

Interlibrary Loan and Document Delivery
Requested from: Entrez:PubMed

Use **Request** to ask for items that are not available at your campus library. If you are eligible for your campus document delivery service, you may also use **Request** to ask for items available at your campus library. **Request** is available only to UC faculty, staff, and students. [\[more info\]](#)

Home Campus:

Departmental affiliation or major:

Library Card/Account Number:
[\[more info\]](#)

PIN (required for UCB, UCD, UCSB):
[\[What is my PIN?\]](#)

Deliver my Request to:

Preferred method of delivery: [\[more info\]](#) Web delivery Paper copy

Email address:
[needed for web delivery]

I will no longer need the item(s) after:
[\[more info\]](#)

Notes (optional): e.g., campus address, this edition only, recharge number, etc.

Campus Document Delivery Service [\[more info\]](#)

Use this option to ask for items that are available on your campus.
You must be a registered user of your campus document delivery service to use this option.

CDL

Request is an initiative of the [California Digital Library](#)
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14. When you have completed the form, click on “**Continue**”. Then scroll down to the bottom of the screen and click on “**Process my request now**”. You will be shown a screen that allows you to e-mail the request to yourself. Use this option so you can keep a record.

If what you need is a book, follow these steps:

1. Go to the **Harvest UCD Library Catalog** at <http://www.lib.ucdavis.edu/HARVESTCATALOG/>.
2. Change “**Keyword(s) anywhere**” to “**Title**”. Type in the title of the book in the search box and click on **Search**.
3. If the book is located at the Medical Center Library, go to the library and borrow it **in the name of the person who needs it**. It’s usually loaned for 2 weeks and can be renewed twice. Renew it by calling the library.
4. If the book is **NOT** at the Health Sciences Library or the Medical Center Library, then go to the request form at http://ucelinks.cdlib.org:8888/citation/sfx_local?genre=book and request it. It will only be sent in its printed form so chose “**Paper copy**” as the preferred method of delivery. It can take 6-10 working days to arrive. You will receive an e-mail notice when it has arrived at the library. The book will have a green sheet on the front that gives the due date. If you need to renew it, call the library **before** the due date and we will see if the lending library is willing to renew it.

Things to remember about the process of finding and getting an article or book:

1. For UCD Medical Center faculty and staff, any requests you make for an article or a book should be made in the name of the faculty member requesting it. That means that you need that person’s library card number and PIN on hand at all times. BUT, you need to put YOUR e-mail address on the request so the arrival notice can be sent to you.
2. If you request that an article be brought over to the Medical Center Library from another UC Davis library, it will usually take 1-2 days to be scanned and made available to you on a web site. You will receive an e-mail message when it available. **You have about 2 weeks to access it**. If you need longer access time, call HSL Interlibrary Loans office at (530) 752-6379 or MCL at (916) 734-3529 and ask to speak to Chris or Donis in Interlibrary Loans.
3. If you request an article or book that is being brought from a library outside of UC Davis, it will usually take 5-7 working days to arrive and the article will already be copied. You will receive an e-mail notice when it arrives and you can pick it up at your convenience.
4. **RUSH** requests are possible if they are for direct patient care. Call the Health Sciences Library Interlibrary Loans Office at (530) 752-6379, or call the Medical Center Library at (916) 734-3529. Tell them what you need and they will direct you. It’s faster if you can come into the library.
5. If there is an indication that we have a journal online, but when you get to it you are asked for a password, please call the library to alert us to this. We will talk with the publisher of the journal and correct the situation.
6. There is a list of all of the journals we have online at <http://libcf.ucdavis.edu/ejournals/>.

Individual or small group classes on finding articles and using the library can be arranged at your convenience and held either in your department or in the Health Sciences Library or Medical Center Library. Call HSL Reference at 752-7042 or email hslref@ucdavis.edu or call MCL at 916-734-3529 or email mclref@ucdavis.edu if you’re interested.

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