

Request Overview

Request, a UC systemwide digital resource sharing service, plays a key role in making UC's "One University, One Library" goal a reality by improving the overall accessibility of the entire University of California's library holdings to the UC Community.

Current UC Faculty, Students, and Staff can use the Request service to ask for items that are unavailable at their campus library or, for some campuses, to ask for document delivery of items available on their campus. Users should contact the local library's Interlibrary Loan offices for information about local services.

The Request service is available from Melvyl®, UC licensed article databases via UC-eLinks, and Citation Linker.

Using Request in Melvyl®

The Request button is available from the Item Details (Full record) display.

1. Click on the **Request** button.
2. Enter your Library Card/Account Number, pickup location, and other relevant information in the Request form.
3. Review the item you have requested. (Note: Separate requests must be made for each item you wish to request.)
4. Read and accept the copyright statement.
5. Request may show you a link to an online copy of your item or in some cases ask you to make some additional decisions about an item.
6. When the item completes processing, a confirmation message is displayed. It is recommended that you send this page to your personal email account.

Note: Journal articles are usually delivered via the web.

Using Request in Article Databases

The UC-eLinks button is available in the search results display. Separate requests must be made for each item.

1. Click on the **UC-eLinks** button or text link. If the item is unavailable, click the **Request this from the library** link on the UC-eLinks menu.
2. Once you click the Request link, the steps are the same as described above.

Using Request via Citation Linker

Citation Linker allows you find an item online or to make a request. Separate requests must be made for each item.

1. Complete the [Citation Linker](#) form. After you click "Continue", you will see the UC-eLinks window.
2. If the item is unavailable, click the **Request this from the library** link on the UC-eLinks menu.
3. Once you click the Request link, the steps are the same as described above.

Where to go for help

- Contact a UC campus librarian if you have questions about the Request service.
- Use the "Comments & Feedback" link at the bottom of the Request form to report problems.