



# Delivery of Library Materials

## Resource Sharing and Delivery

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### Purpose

VCU Libraries Delivery of Library Materials Services meets the research, education, clinical care and administrative needs of VCU faculty, staff and students and VCU Health System employees by providing access to materials available at or licensed by the VCU Libraries. These services are available to the VCU community and affiliated users. The following guidelines govern these material borrowing and lending activities.

### Regulation

**Book and Media Delivery Service** – the retrieval and delivery of circulating books and media materials held in VCU Libraries' collection

1. This service is available to VCU faculty, staff, students, Health System employees and affiliates. Materials will be:
  - a. retrieved and shipped to faculty, staff and students who reside outside the Metro Richmond area;
  - b. retrieved from one of the campus libraries or storage and then delivered to the other campus library for VCU faculty, staff and students; and
  - c. retrieved from storage for all users and held for pick-up at one of the main circulation desks.
2. For VCU faculty, staff and Health System employees and affiliates, materials will be shipped to the campus box address upon request.
3. Users are subject to fines, replacement fees and damage fees.

**Digitization (Copy) Service** - the retrieval and delivery of copies of journal articles as well as portions of books, dissertations, microforms, etc. from VCU Libraries' collections.

1. This service is available to currently employed or enrolled VCU faculty, staff, students, VCU Health System employees, Friends of the Library, preceptors and affiliates.

2. Materials are delivered electronically. Alternative delivery methods are available **only** when electronic delivery is not feasible.

**Loansome Doc Service**– the retrieval and delivery of materials from the VCU Libraries’ collections upon request for PubMed users through the National Library of Medicine program. For more information about this service, [click here](#).

1. Loansome Doc service is not available to VCU faculty, staff, and students.

2. Loansome Doc service is available to:

- Corporate and commercial entities
- Health care professionals
- U. S. citizens (residents)

3. Requests will be accepted from eligible groups upon completion of registration forms.

4. Requests from non-VCU health care professionals will be forwarded to other libraries when the items are unavailable in the VCU Libraries collections. Requests from citizens, corporate and commercial users will only be filled when the items are available in the VCU Libraries’ collection.

5. This is a fee-based service.

## Definition of Terms

**Corporation and commercial users:** Anyone requesting services for a corporate or commercial entity.

**Fee-based service:** Fees are charged for this service. For details, see the Loansome Doc Registration website.

**Health care professionals:** Practicing health care personnel (e.g., nurses, physicians, etc.).

**Metro Richmond area:** Users residing in the Metro Richmond area (determined by ZIP Codes) are ineligible for enhanced services.

**U.S. citizens:** Current residents of the United States who are not health care professionals and are not a VCU employee or student.

## Metro Richmond Area Zip Codes

23005	23218	23234	23274	23295
23058	23219	23235	23276	23298
23059	23220	23236	23278	23801
23060	23221	23237	23279	23803
23075	23222	23238	23282	23804
23103	23223	23240	23284	23805
23111	23224	23241	23285	23806
23112	23225	23242	23286	23831
23113	23226	23249	23288	23832
23114	23227	23250	23289	23834
23116	23228	23255	23290	23836
23120	23229	23260	23291	23860
23146	23230	23261	23292	23875
23150	23231	23269	23293	
23173	23233	23273	23294	