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

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