

INTERLIBRARY LOAN/RCDD

○ **What is Interlibrary Loan?**

Interlibrary Loan, or ILL, is a service that borrows books and acquires copies of articles from journals that Meriam Library doesn't own.

○ **What is Remote Circulation and Document Delivery (RCDD)?**

Remote Circulation and Document Delivery, also known as RCDD, is a service that provides material to currently enrolled students for their distance and online classes. Articles are provided from Meriam Library journals or ordered from free libraries and providers, then made available through the student's Interlibrary Loan account. Meriam Library books are checked out to the student and sent to them via a method that is traceable (UPS, US Mail insured, etc.)

○ **Who is eligible?**

Remote Circulation and Document Delivery is limited to currently enrolled students for their CSU Chico distance and online class, whose site is more than 40 miles radius from the CSU, Chico campus, and who are not presently attending courses on campus. When you register, remember to indicate your status as a Distant Undergraduate or Distant Graduate student!

Eligibility may require verification.

○ **What can I get through Remote Circulation and Document Delivery?**

- Articles from the Meriam Library collection and other free providers.
- Circulating books owned and available at Meriam Library.

○ **How long does it take?**

There are variables, but allow at least a week to receive the material.

○ **How much does it cost?**

- Articles are free.
- Books - Students are responsible for the cost of returning the material via a method that is traceable.
- Students are responsible for overdue, loss or damage charges incurred as a result of the request.

○ **What is generally NOT available through Remote Circulation and Document Delivery?**

- Books from other libraries
- Whole issues/volumes of journals
- Audio-visual (films, cassettes, videos, compact discs)
- Maps and atlases
- Software and CD ROMs
- Rare, fragile, and special collection books
- Reference books
- Material that is on Reserve in Limited Loan

○ **How do I use RCDD?**

- Register [online](#) with the Interlibrary Loan system, and **be sure that you indicate your status as a Distant Undergraduate or Distant Graduate student.**
- Fill out one form for each book or article.
- Notification of unfilled requests will be via e-mail with an explanation.

○ **How do I get my articles?**

- Articles will be a pdf, accessed through the students Interlibrary Loan account. [Adobe Acrobat](#) is needed.
- An e-mail will be sent when the article is available. Students may also check their Interlibrary Loan account at any time.

○ **What about books?***

- Books will be checked out to the student's Meriam Library circulation account.
- The book will be sent to the student via a method that is traceable, either U.P.S. or U.S. Media Mail with delivery confirmation.
- Leave the strap on at all times.
- The loan is for three (3) weeks, non-renewable, starting on the day the material is received. The book is checked out to the student's circulation account for six weeks, allowing ten days for shipping each way.
- Overdue charges will begin after the sixth week from the date the book was checked out.
- The student is liable for overdue, loss or damage charges incurred as a result of the request.
- Failure to comply with these procedures may result in university services and library privileges being withheld.

○ **Can I renew the book?**

- Renewals are not available on remote circulation books.

○ **Hints**

- Plan ahead! Identify the books and articles you need for your papers and projects as soon as possible so that you will have enough time to submit requests.
- Do not use abbreviations. A reference librarian can assist you if you are unable to identify the periodical abbreviations.
- When filling out the forms, give the most complete information you can for each item. Use the NOTES field to provide additional information.

*Only Meriam Library books, not books acquired via interlibrary loan