Library Privileges for Visiting Scholars & Students

Welcome to the UC Davis University Library, we hope you are enjoying your visit to Davis! Most library materials (e.g., books, journals, media, electronic journals and databases) are available for use in the University libraries.

To obtain library privileges that allow off-campus use of library resources, official verification of your visiting scholar or student status at UC Davis is necessary. The level of privileges an individual is eligible to receive depends on the UCD affiliation assigned by your sponsoring department.

* Provide this document to your sponsoring UC Davis department.

* Return to the Library with your photo ID card. You will be asked to complete an Application for Library Privileges. Once the application is completed, your eligibility for library privileges will be determined. If you are eligible for privileges your information will be entered into the library patron database.

We look forward to assisting you in the near future.

Attention: Departmental Personnel Officer

In order to assign appropriate library privileges, the University Library must verify every individual’s official UC status. Commercial vendors of electronic resources require that this verification be done using official campus databases (PPS & LDAP).

This individual was given this document because s/he is requesting privileges that exceed in-library use. The University Library must be able to view a PPS or LDAP entry to determine library privileges. Be advised that not all affiliations in the LDAP are eligible for library privileges.

Departments authorizing visiting scholars for library privileges assume financial responsibility for unpaid library fees, fines and replacement costs if visiting scholars fail to respond to library notices or return library materials.

The University Library cannot advise on what PPS or LDAP titles to assign. Please assign according to your Department standards.

(See verso for background information.)

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Background Information

Verifying Status When Determining Appropriate Library Privileges

Any individual may visit a UC Davis University Library and use library materials, including most licensed electronic resources. It is not necessary to have a library card or be a UC Davis employee or student to use the library.

Eligibility for additional library services is determined by a person’s affiliation with the University. These services may include checking out materials for home use, requesting materials from other institutions via interlibrary loan, and the ability to use licensed electronic journals and databases from off-campus sites.

Increasingly, library resources are available electronically via license agreements with commercial vendors. Proof of University affiliation is necessary to ensure the continued and uninterrupted access to these resources for all eligible users.

The Library consults the Payroll/Personnel System (PPS) and the Lightweight Directory Access Protocol (LDAP) to determine eligibility for these additional services and the appropriate level of services. Be advised that not all LDAP affiliations are eligible for library privileges according to the terms of our license agreements and the Library Lending Code.

This requirement is not unique to UC Davis. All University of California and North American libraries consult authoritative sources to verify affiliation and status when determining specific library privileges that go beyond in-library use and to fulfill eligibility requirements by commercial vendors.

For more information or questions regarding library card privileges, please contact Shields Library Circulation Services (maincirc@lib.ucdavis.edu or 530-752-9852) or Health Sciences Libraries Access Services (hslcirc@lib.ucdavis.edu or 530-754-9502).

For more information or questions regarding use of library licensed electronic resources, please contact the appropriate librarian subject specialist (http://www.lib.ucdavis.edu/ul/research/subjects/).

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