



HERZING[®]
UNIVERSITY

Library

Document Delivery Service

What Is Document Delivery Service (DDS)?

Document Delivery Service (DDS) is a service through which patrons may request journal, magazine and newspaper articles not accessible through holdings of and/or the database subscriptions provided by the Herzing University Library System. We can often, but not always, obtain articles not available in our collections. Documents or articles are typically provided electronically to patrons.

Document Delivery Service Contact Information:

Herzing Librarians: 888-660-2826 or email: US-Librarians@herzing.edu

Who Is Eligible For DDS?

Faculty, staff, and currently enrolled students of Herzing University may place requests.

What Do I Request Through DDS?

DDS Requests are typically for journal articles not available through the Herzing University Library System. The intention of DDS is to supplement the Herzing Library System and subscription database holdings when needed for educational use.

Items Not Available DDS

- Entire issues/volumes of periodicals
- Required course readings

How Much Does It Cost?

Most requests are supplied free of charge to students, faculty, and staff. The Library will contact you before ordering items that may incur a charge to the requestor.

How Do I Request An Article?

Look for the Article Request Form link on Blackboard, to fill out the following fields; those in **bold** are required. Please submit a separate form for each request.

Article Information

- **Author (s):**
- **Article Title:**
- **Title (Journal, Conference Proceedings, etc.):**
- Volume (if applicable):
- Issue Number or Designation (if applicable):
- **Month:**
- **Year:**
- **Inclusive Pages (page range):**

- ISSN/ISBN Number (if known):

Contact Information:

- **Name:**
- **Campus:**
- Student ID (if applicable):
- Course Name/Number:
- **Email Address:**
- Phone Number:

How Long Will It Take?

DDS requests will be processed during the academic term, Monday through Friday, during regular business hours. Most requests are filled within 3 to 5 business days from request. Other materials may take longer, depending on availability of the materials.

How Long Can I Keep The Article?

DDS articles are yours to keep. Be aware of any copyright restrictions regarding duplication.*

Where Do I Obtain My Article?

DDS items will be delivered electronically. An email notification will be sent when available.

Additional Information/Questions

For additional information DDS, or if you have questions about your requests, feel free to contact the Herzing Librarians at 888-660-2826 or US-Librarians@herzing.edu

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This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.