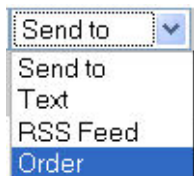


## Ordering Articles

After registering for Loansome Doc, use the PubMed **Order** option under the **Send to** menu after conducting a search.

1. Click the check box next to each citation you want to order. You may move to other pages within your results to select additional citations or hold them on the Clipboard before ordering.
2. From the **Send to** pull-down menu (menu to the right above the search results), select **Order**.
3. After being transferred to Loansome Doc, enter e-mail and password from the registration process.
4. Click 'Proceed to Delivery Options' button.
5. Review Delivery Options and check the Copyright Compliance box.
6. Click the 'Continue' button.
7. Review order, then click 'Send Order'.
8. Your order will be sent to the library you selected, which will fill your request and send the article once it is available.



## Free Articles

Free copies of available articles may be obtained in a number of ways without using Loansome Doc:

- **Free From PubMed Central**



When searching PubMed, look for the icon with green and orange bars on the summary results screen. This indicates the full-text article is available in PubMed Central, a free digital archive of full-text journal articles maintained by the United States National Institutes of Health.

- **Free from the Publisher**

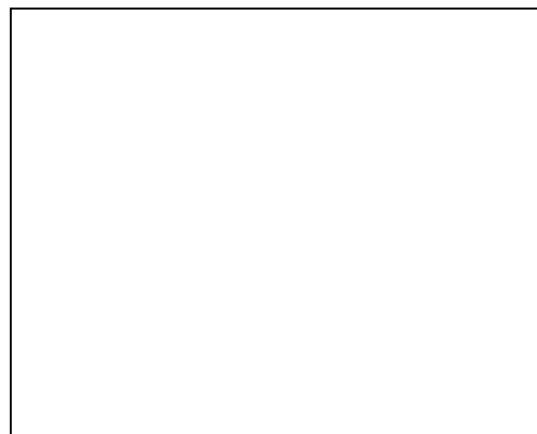


Look for the icon with a green bar on the summary results screen in PubMed. This indicates the full-text article is available free-of-charge, generally from the publisher's website.

## For More Information

In the United States, contact the National Network of Libraries of Medicine (NN/LM), an outreach program of the NLM, at 800-338-7657 or visit <http://nnlm.gov/>. The librarians will provide information about libraries in your area with which you may establish an account for the Loansome Doc service. Network members may also be found at: <http://nnlm.gov/members/>.

In Canada, contact the Canada Institute for Scientific and Technical Information (CISTI) at 1-800-668-1222 for information about libraries in your area.



*Developed and updated by NN/LM staff. Funded by in part or whole by NLM under contract #N01-LM-6-3501 with New York University.*

<http://nnlm.gov/training/resources/ldtrifold.pdf>

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# Loansome Doc<sup>®</sup>

## The National Library of Medicine's Loansome Doc

(<https://docline.gov/loansome/login.cfm>) ordering system allows users to order full-text copies of articles found in PubMed/MEDLINE<sup>®</sup> from a medical library (local fees and delivery methods may vary). It is free to register for Loansome Doc and users can order articles from a list of citations retrieved in PubMed.

Registering for Loansome Doc is easy. If you don't have a Loansome Doc account, visit the Loansome Doc page and click on "Sign Up!" to get started.

Don't have a Loansome Doc account?  
[Sign up!](#)

## 1. Registering for a Loansome Doc Account


Follow these steps to register:

- **Select your library.** Search for a library by geographic region to process your article requests.
- **Contact the library.** You must contact the library to establish an agreement prior to selecting the library.
- **Agree** to the terms of use.
- **Enter** your contact information, password, and default ordering preferences.
- **Verify** your information.

## 2. Find a Library to Serve You

Over 1,000 libraries provide Loansome Doc services and over 300 libraries provide service to members of the public. Finding a library that meets your needs is the next step.

Select a Country and State/Province of residence from the drop-down menus. Click the “Search for Libraries” button.



## 3. Select a Library

Based on the Country and State you enter, Loansome Doc will display a selection of

libraries which provide services.

Loansome Doc provides significant information to consider when selecting a library.

- Institution, including physical address and contact information
- Delivery methods (e-mail, fax, mail, etc.)
- Patrons served (members of the public, affiliated users, etc.)
- Notes, which may include cost, acceptable payment methods, and additional restrictions

Libraries with a green “Contact” button *must* be contacted before selecting the library. You will need to enter a code in order to begin using the library.

If you have any questions about the services provided or the cost of articles, contact the library directly and speak with the librarian.

## 4. Contact a Library

After selecting a library, contact the librarian to confirm your registration with the institution.

Select a category from the user identification options to let the library know who you are.

## 5. Terms of Use

Review the terms of use for Loansome Doc. The terms of use include a statement of the terms and conditions for use of a product from the National Library of Medicine; the Privacy Policy which governs the use of Loansome Doc; a warning of Copyright compliance; an acknowledgement of the policies, procedures, and fees associated with ordering from the library you have selected.

## 6. My Information

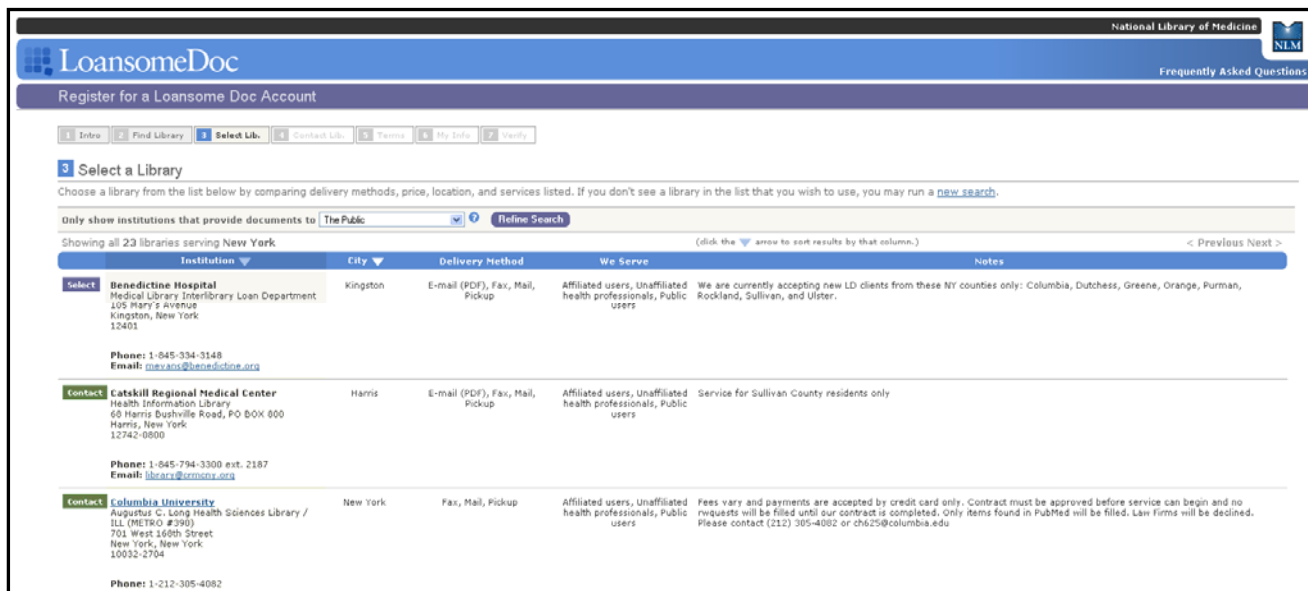
The e-mail address and password will become your log-in for future use of the Loansome Doc system.

Personal information such as name, address, phone and fax numbers will be used to both deliver articles and to create an account with the library and allow for billing.

You may specify a default delivery method and maximum cost to use for future requests. These preferences can be changed each time you enter the system and submit a request.

## 7. Verify

Verify the submitted information.



| Institution   | City     | Delivery Method                 | We Serve  | Notes  |
|---|----------|---------------------------------|---|--|
| <b>Select</b> Benedictine Hospital<br>Medical Library Interlibrary Loan Department<br>105 Henry 7 Avenue<br>Kingston, New York<br>12401<br><br>Phone: 1-845-334-3148<br>Email: <a href="mailto:users@benehdine.org">users@benehdine.org</a>                   | Kingston | E-mail (PDF), Fax, Mail, Pickup | Affiliated users, Unaffiliated health professionals, Public users | We are currently accepting new LD clients from these NY counties only: Columbia, Dutchess, Greene, Orange, Putnam, Rockland, Sullivan, and Ulster.   |
| <b>Contact</b> Catskill Regional Center<br>Health Information Library<br>69 Harris Dushville Road, PO BOX 800<br>Harris, New York<br>12742-0800<br><br>Phone: 1-845-734-3300 ext. 2187<br>Email: <a href="mailto:librarians@cmny.org">librarians@cmny.org</a> | Harris   | E-mail (PDF), Fax, Mail, Pickup | Affiliated users, Unaffiliated health professionals, Public users | Service for Sullivan County residents only   |
| <b>Contact</b> Columbia University<br>Augustus C. Long Health Sciences Library / ILL (METRO #390)<br>701 West 169th Street<br>New York, New York<br>10032-2704<br><br>Phone: 1-212-305-4082   | New York | Fax, Mail, Pickup               | Affiliated users, Unaffiliated health professionals, Public users | Fees vary and payments are accepted by credit card only. Contract must be approved before service can begin and no requests will be filled until our contract is completed. Only items found in PubMed will be filled. Law Firms will be declined. Please contact (212) 305-4082 or <a href="mailto:chc25@columbia.edu">chc25@columbia.edu</a> |