



# How to Register for LoansomeDoc

Ellis Hospital Library

# What is Loansome Doc?

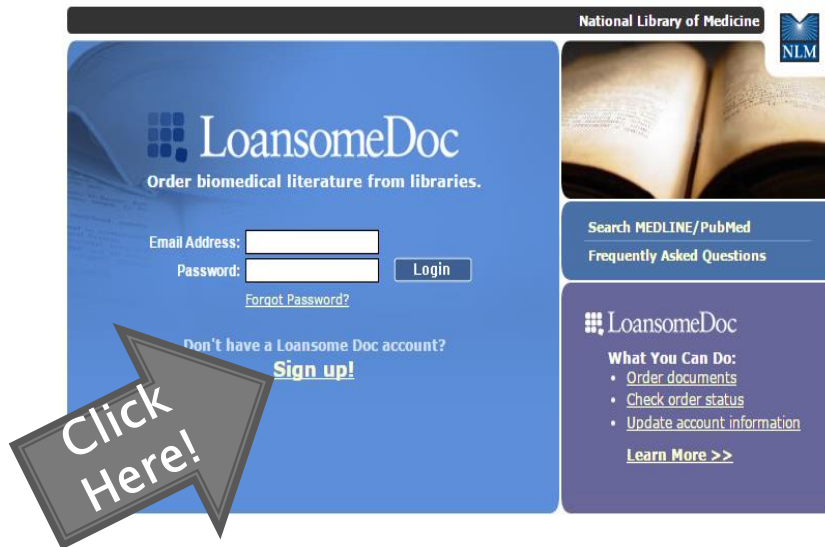
- ▶ Loansome Doc is a document ordering feature of PubMed that enables you to order articles directly from a literature search in PubMed.
- ▶ It saves you time because you don't have to call, mail, or fax your requests to us.

# How do I participate in LoansomeDoc?

- ▶ Any member of the Ellis Medicine medical staff or employee is eligible to participate.
- ▶ Participation in Loansome Doc requires registration.
- ▶ Before registering, please contact the library at [library@ellismedicine.org](mailto:library@ellismedicine.org) to get an authorization code.

# Registration Step 1:

- ▶ Go to the [LonesomeDoc](https://docline.gov/loansome/) homepage.
- ▶ <https://docline.gov/loansome/>



- ▶ Click on the “Sign up!” link at the bottom.

# Registration Step 2:

- ▶ Click “Get Started”.

## 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. If a Contact button displays during the registration process, you must **contact the library** to establish an agreement with them prior to completing your Loansome Doc registration. (You can [skip this step](#) if you already have a library and know their Library Identifier.)
- **Agree** to the terms of use.
- **Enter** your contact information, password and default ordering preferences.
- **Verify** your information.



## Registration Step 3:

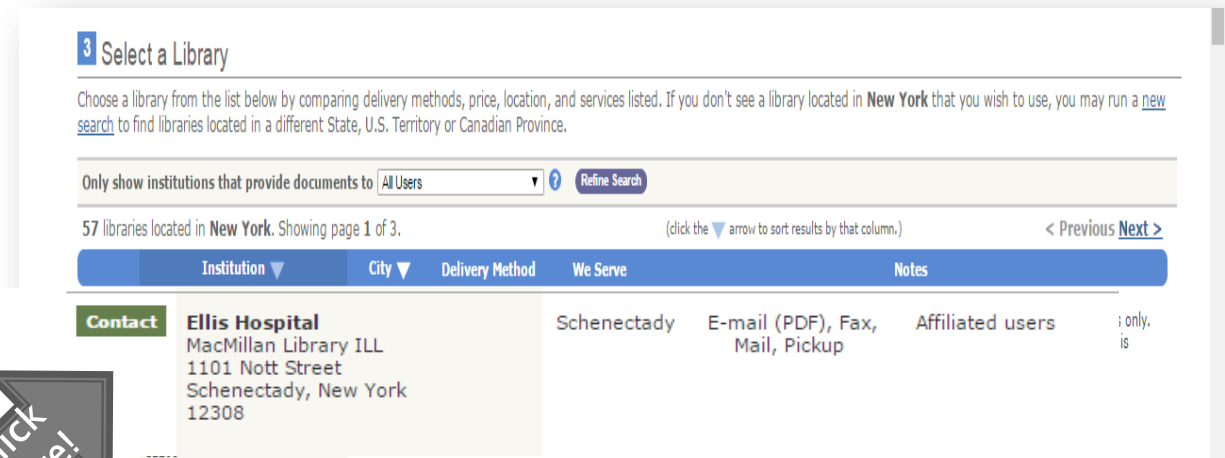
- ▶ Find our library by selecting “New York” the dropdown box.

The screenshot shows a web form titled "2 Find a Library to Serve You". The form has a blue header "Find a Library" with a note "\* = required". Below the header is a text instruction: "Identify your country of residence in order to locate libraries that serve that country." There are two dropdown menus: "Country of Residence \*" with "United States" selected, and "State/Province" with "New York" selected. Below these is a checkbox labeled "Show only libraries that serve the general public" which is currently unchecked. At the bottom right of the form is a blue button labeled "Search for Libraries". Three large arrows are overlaid on the form: a yellow arrow pointing to the "State/Province" dropdown with the text "Choose", a grey arrow pointing to the checkbox with the text "Uncheck", and an orange arrow pointing to the "Search for Libraries" button with the text "Click Here!".

- ▶ Uncheck “Show only libraries that serve the general public.”
- ▶ Click “Search for Libraries.”

## Registration Step 4:

- ▶ Scroll down on results page to find Ellis Hospital.



**3 Select a Library**

Choose a library from the list below by comparing delivery methods, price, location, and services listed. If you don't see a library located in **New York** that you wish to use, you may run a [new search](#) to find libraries located in a different State, U.S. Territory or Canadian Province.

Only show institutions that provide documents to **All Users** [Refine Search](#)

57 libraries located in **New York**. Showing page 1 of 3. (click the ▼ arrow to sort results by that column.) < Previous [Next](#) >

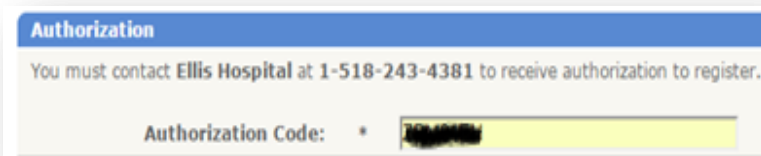
Institution ▼	City ▼	Delivery Method	We Serve	Notes
<b>Contact</b>	<b>Ellis Hospital</b> MacMillan Library ILL 1101 Nott Street Schenectady, New York 12308	Schenectady	E-mail (PDF), Fax, Mail, Pickup	Affiliated users : only, is

**Click Here!**

- ▶ Click “Contact.”

## Registration Step 5:

- ▶ Enter your authorization code.

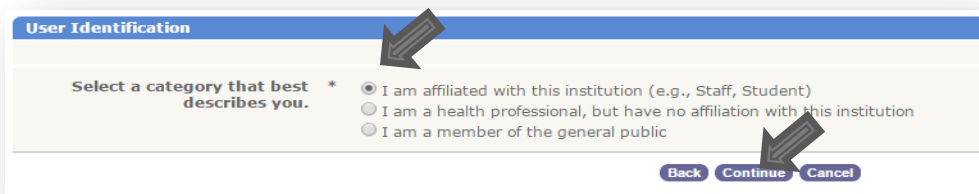


**Authorization**

You must contact **Ellis Hospital** at 1-518-243-4381 to receive authorization to register.

Authorization Code: \*

- ▶ Choose “I am affiliated with this institution.”



**User Identification**

Select a category that best describes you. \*

- I am affiliated with this institution (e.g., Staff, Student)
- I am a health professional, but have no affiliation with this institution
- I am a member of the general public

[Back](#) [Continue](#) [Cancel](#)

- ▶ Click “Continue.”

## Registration Step 6:

- ▶ Check the box next to “I have read...”

"fair use," that user may be liable for copyright infringement.

**Library Policies & Procedures**  
The document delivery ordering made available through your use of Loansome Doc is a service provided by your ordering library. Please read the policies and procedures (if applicable) of your ordering library before proceeding. Contact your library with any questions.

I have read and understand the Loansome Doc policies and procedures of my ordering library

- ▶ Click “Accept.”

## Registration Step 7:

- ▶ Create your account information.



- ▶ Then click “Continue.”

**Create Login** \* = required

Create your login information by entering your email address and creating a password. Your email address will serve as your login ID.

Email Address: \* library@ellismedicine.org

Create Password: \* Password must be 5-8 characters with no spaces

Confirm Password: \*

**My Info** \* = required

Prefix: [dropdown]

First Name: \* Emily

Last Name: \* Hart

Address 1: \* 1101 Nott Street

Address 2: [text]

City: \* Schenectady

State/Province: \* New York [dropdown] US and Canada

Country: \* USA [change country]

Zip/Postal Code: \* 12308

Phone: \* [Country: 1] [Area: 518] [Number: 243-4381] [Ext. [text]]

Fax: [Country: 1] [Area: [text]] [Number: [text]]

**Ordering Preferences** \* = required

Enter your preferences for use during ordering. You may change these choices for individual orders during the order process.

Delivery Method: \* E-mail (PDF) [dropdown]

Max Cost per Article: I am willing to pay up to \$ [text] per article. [view pricing information]

Comments to Library: [text area]

## Registration Step 8:

- ▶ Click “Complete Registration.”



The screenshot shows a registration form titled "My Info" for a user named Emily Hart. The form contains the following information:

- Name:** Emily Hart
- Address:** 1101 Nott Street, Schenectady, New York 12308, USA
- Phone:** 1-518-243-4381
- Email:** library@ellismedicine.org
- Password:** \*\*\*\*\*
- Method:** E-mail (PDF)
- Max Cost Per Article:** n/a
- Comments:**

At the bottom right of the form, there are two buttons: "Complete Registration" and "Cancel". A large grey arrow points to the "Complete Registration" button.

## Questions?

Contact the Library at  
518-243-4381  
or

[library@ellismedicine.org](mailto:library@ellismedicine.org)