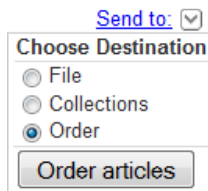


## Ordering Articles

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 can move to other pages within your results to select additional citations.

2. From the **Send to** drop-down menu (located on the right and above the search results), select **Order articles**.



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 the Publisher**

Filter your results:

[All \(2516\)](#)

[Free Full Text \(408\)](#)

[Review \(52\)](#)

[Manage Filters](#)

On the right side of the search results screen, there is a **Filter your results** section. Click on the **Free Full Text** link to limit

results to citations where the full-text article is

available free-of-charge, generally from the publisher's website. Click on the Plus to add this filter to a search.

- **Free From PubMed Central**

Use the drop-down menu to search, **PubMed Central**, a free digital archive of full-text journal articles maintained by the U.S. National Institutes of Health; National Library of Medicine.



## For More Information

Contact the National Network of Libraries of Medicine (NN/LM), at 800-338-7657 or visit <http://nnlm.gov/>. You will be provided information about libraries in your area with which you may establish an account for the Loansome Doc service. Network members are also listed 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.

Funded under contract awarded by the DHHS, NIH, National Library of Medicine, and developed and updated by the NN/LM staff. This resource is freely available at: <http://nnlm.gov/training/resources/ldtrifold.html> This brochure may be freely reproduced. Updated November 2011.



# 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 can vary). It is free to register for Loansome Doc and you 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!](#)

## 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.

## Find a Library to Serve You

Over 1,000 libraries provide Loansome Doc services and over 300 libraries provide service to members of the general 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.

Deselect if you are affiliated with a library or if you are an unaffiliated health professional.



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.) used by the library
- Patrons served (members of the public, affiliated users, unaffiliated health professionals, 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 before continuing with the registration process.

## Contact a Library

After selecting a library, contact the librarian to confirm your registration with the institution. Recommended: always contact the library when setting up a Loansome Doc account.

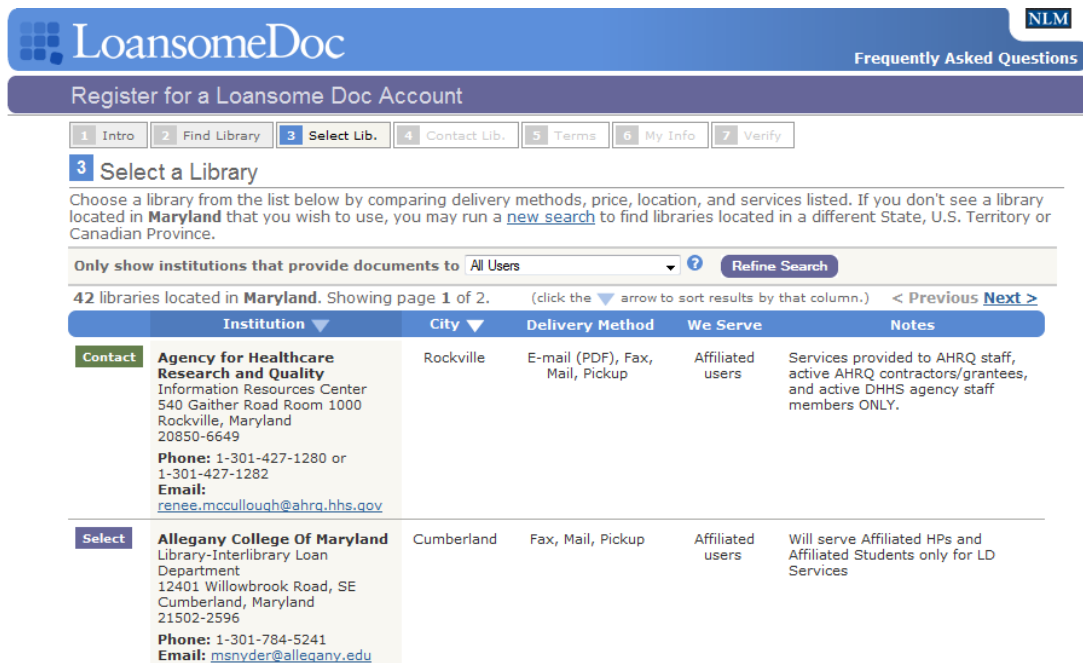
Select a category from the user identification options to let the library know who you are.

## 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.

## Select a Library

Loansome Doc will display a selection of libraries that provide services based on the Country and State entered.



|         | Institution  | City       | Delivery Method                    | We Serve            | Notes  |
|---------|--|------------|------------------------------------|---------------------|--|
| Contact | <b>Agency for Healthcare Research and Quality</b><br>Information Resources Center<br>540 Gaither Road Room 1000<br>Rockville, Maryland<br>20850-6649<br><b>Phone:</b> 1-301-427-1280 or<br>1-301-427-1282<br><b>Email:</b><br><a href="mailto:renee.mccullough@ahrq.hhs.gov">renee.mccullough@ahrq.hhs.gov</a> | Rockville  | E-mail (PDF), Fax,<br>Mail, Pickup | Affiliated<br>users | Services provided to AHRQ staff,<br>active AHRQ contractors/grantees,<br>and active DHHS agency staff<br>members ONLY. |
| Select  | <b>Allegheny College Of Maryland</b><br>Library-Interlibrary Loan<br>Department<br>12401 Willowbrook Road, SE<br>Cumberland, Maryland<br>21502-2596<br><b>Phone:</b> 1-301-784-5241<br><b>Email:</b> <a href="mailto:msnyder@alleqanv.edu">msnyder@alleqanv.edu</a>  | Cumberland | Fax, Mail, Pickup                  | Affiliated<br>users | Will serve Affiliated HPs and<br>Affiliated Students only for LD<br>Services   |

## 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.

## Verify

Verify the submitted information.