

United States National Library of Medicine

***Loansome Doc* Fact Sheet: A Document Ordering Feature of PUBMED**

Loansome Doc enables PubMed users to order documents found in MEDLINE. A user can send to the library a request of full-text articles from a list of citations retrieved from PubMed. Please follow the steps outlined below.

How to Register

Register using the Loansome Doc Registration Page – to find the Registration page from PubMed, select “**Order Documents**” from the left side of the screen & then **Registration. Click on the user box.**

Please input the following on the registration page:

1. Enter our Library Identifier (LIBID): **NJUKRM**
2. Select a **Password**. Choose something that you can remember. The library will not be able to obtain your password if it is forgotten.
3. When asked – You are an affiliated member. Please contact the library (973-324-3523 or library@kmrrec.org) for the authorization code between 8:00 AM-5:00 PM Monday-Friday.
4. When asked – You understand copyright and library policy for Loansome Doc.
5. Your complete name (**Leave prefix blank**), address, telephone number, fax number (if applicable), & Email address. **Please use your personal email address as this becomes your user ID** (can be home, work, school) and it will be forwarded to you. (Note: All KMRREC employees should have KMRREC-Lab Name in the address if you are having articles sent to Pleasant Valley Way).
6. Any delivery method is acceptable.
7. When asked – Please indicate **\$0.00**.
8. On comment line type **Prefer PDF – Will accept Mail, or Fax if PDF unavailable– Thanks!** If you choose to have faxing capability, please make sure that you provide a fax number.
9. **If you are signing up for the first time, please put your department and facility in the comment line so that the library can set you up as a new patron.**

Proceed to ordering your articles.

Loansome Doc Ordering

Outlined below are the steps involved in a Loansome Doc request starting with a PubMed search and ending with delivery of a copy of the requested document(s).

1. Perform a literature search using PubMed at **www.pubmed.gov**
2. Click the check box to the left of the articles you want to order.
3. From PubMed select “Order” from the Send to menu or temporarily save your selections to the clipboard (multiple searches

- terms) by clicking “Clipboard” on the PubMed features bar.
4. If you are using the “clipboard” option it will hold your search for eight hours. Before ordering the documents, be sure you are in the clipboard and not on a search page.
 5. Select “Order” from the drop-down selection box.
 6. Enter your UserID & Password.
 7. Review orders and click on “proceed to delivery options” button. Review delivery options.
 8. Click “Send Order”.
 9. **Always print a copy of the page that has your order number.** Right side of page. Usually an 8 digit number
 10. The NLM computer electronically transfers the orders from the Loansome Doc Order File to the user’s Ordering Library using DOCLINE.
 11. Staff at the Ordering Library are notified of pending Loansome Doc requests when they log on to DOCLINE. The requests are printed, processed, & updated as filled or not filled. If not filled, they are forwarded to other libraries.

Requesting a Status Report

PubMed users may request the status of Loansome Doc orders almost immediately after an order is entered. The Status Report consists of the request number, request date, the status of the order, status date, the full journal title, author(s), title of the article, a complete citation and the PMID (PubMed ID number).

There are ten possible Loansome Doc order status phrases:

1) Order not yet read by library, 2) In process – order received by library, 3) Filled by library, 4) Not filled by library, 5) In process – order forwarded to another library, 6) Order forwarded to another library, filled and sent to patron, 7) Order forwarded to another library, filled and sent to your library, 8) Order forwarded to another library, but could not be filled, 9) Order forwarded to another library, then canceled, 10) Expired due to non-action by your library.

Costs

Users will not incur charges to transmit a batch of requests to a library through PubMed. Charges for copies of articles will depend on an article’s availability in-house or through the free library consortium. You will be notified if an article cannot be obtained for free before the request is process. You are not allowed to make multiple copies of an article. It is a violation of the copyright law.

Questions

Email questions about Loansome Doc Services to: library@kmrrec.org or contact the library at 973-324-3523 or 973-731-3900 ext. 2396 or fax to 973-243-6835.