

LOANSOME DOC REGISTRATION FOR UT SOUTHWESTERN ALUMNI

WHO MAY USE LOANSOME DOC?

Health professionals may use Loansome Doc, a service of the National Library of Medicine.

Note: Students must use their home institution's document delivery service.

WHAT YOU NEED TO HAVE **BEFORE** YOU REGISTER FOR A LOANSOME DOC

- Get an UT Southwestern Alumni email.
 - Don't have one? Go to the [UTSW Alumni email address](#) page to register for an email with the Office of Alumni Affairs
- Review all [UT Southwestern Interlibrary Loan policies](#).
- Review the [Non-Affiliated Article Delivery Pricing](#) page.
- Contact Library Administration at 214-648-2002 during normal business hours (Monday through Friday, 8 a.m. to 5 p.m.) to obtain the authorization code and UTSW Employee ID that will be required to complete the account setup. **Note: You may also be asked to provide a copy of medical license/degree certificate to verify your identity.**

REGISTER FOR A LOANSOME DOC ACCOUNT

Go to <https://docline.gov/loansome/login.cfm>.

National Library of Medicine

LoansomeDoc

Frequently Asked Questions

Register for a Loansome Doc Account

1 Intro 2 Find Library 3 Select Lib. 4 Contact Lib. 5 Terms 6 My Info 7 Verify

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.

Get Started

1. Click **Get Started**.
2. Do a search to “**Find a Library**” in Texas.
3. Search/Assign UT Southwestern by entering the Library Identifier: **TXUTSW** (in all caps).

3 Enter Library Identifier (LIBID)

Library Identifier

You must have a valid Library Identifier (LIBID) in order to create your Loansome Doc account. If you do not have a Library Id

LIBID: * **TXUTSW**

2 Find a Library to Serve You

Find a Library * = required

Identify your country of residence in order to locate libraries that serve that country.

Country of Residence *
United States

State/Province
Texas

Show only libraries that serve the general public

Search for Libraries

4. Complete your account creation:
- Enter the **Authorization Code** and **UTSW Employee ID**.
 - Check the second option – **“I am a health professional, but have no affiliation to the institution”** under Category.

Register for a Loansome Doc Account

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4 Contact Library

You must contact the library below. They will give you the necessary information to complete your account creation process.

Library Information

University of Texas Southwestern
 Medical Center Library ILL
 5323 Harry Hines Blvd.
 Dallas, Texas
 75390-9138

Library Phone: 1-214-648-2626 or 1-214-648-2002
 Library Email: rosa.vasquez@utsouthwestern.edu

Library delivers articles by: Email PDF, Web PDF
 Library serves: Affiliated Users, Unaffiliated Health Professionals
 Library message: Prerequisite: Loansome Doc services are offered to licensed local health care professionals. Please call 214-648-2002 for ID number.

Authorization

You must contact University of Texas Southwestern at 1-214-648-2626 or 1-214-648-2002 to receive authorization to register.

Authorization Code: *

User Identification

Your library has requested that Loansome Doc users fill out the following field(s). You may need to contact University of Texas Southwestern to obtain some of this information before proceeding.

Please call 214-648-2002 for your ID number.

UTSW Employee ID: *

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

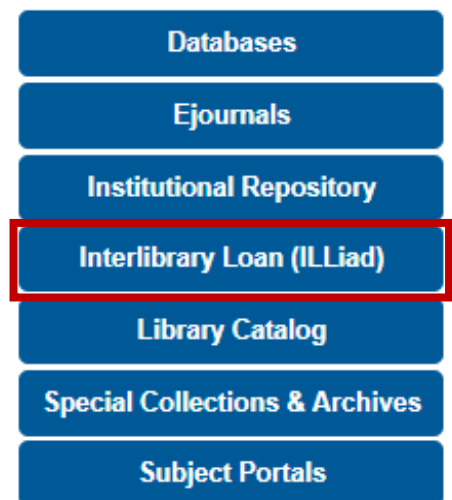
CREATE YOUR INTERLIBRARY LOAN (ILLiad) ACCOUNT

Go to the [UT Southwestern Medical Library's home page](#).

To create your Interlibrary (ILLiad) account:

- Click on **“Interlibrary Loan (ILLiad)”** on the left blue button navigation or under the Library Services Navigation tab.
- Use the following mandatory pieces of information to create your Interlibrary Library account:

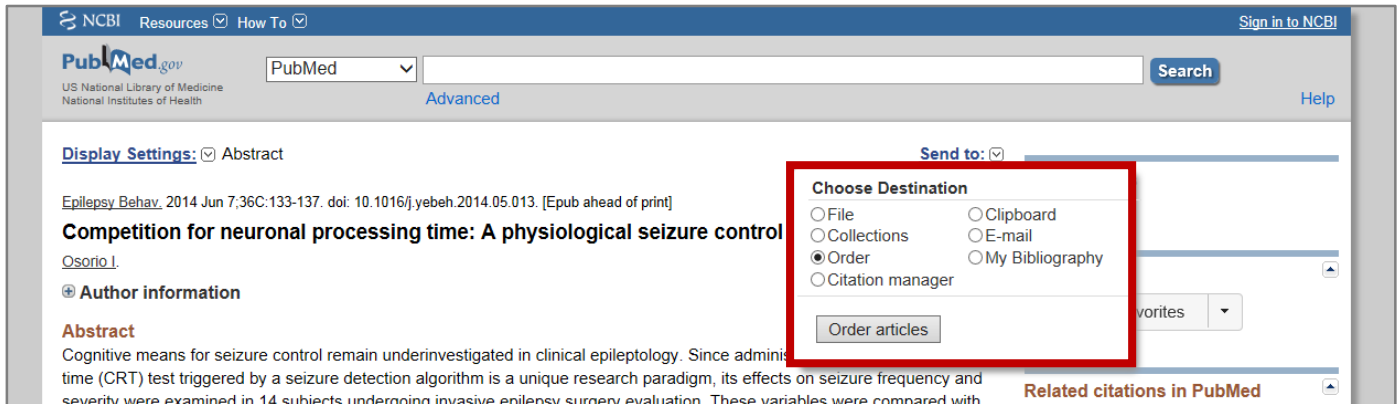
User Name: *Your UTSW Alumni email address*
Person Number: *Your UTSW Employee ID (see Step 4 above)*
Affiliation: Unaffiliated
Status: Unaffiliated



REQUESTING ARTICLES

Loansome Doc service is not available for book requests

- Search PubMed find your articles.
- In the upper right side, click “**Send To**” to open the dropdown menu.
- Click **ORDER** and **ORDER ARTICLES** to open the Loansome Doc login.
- You will be notified by email with a link to your Loansome Doc account when the article has been delivered to you.



The screenshot shows the PubMed interface. At the top, there are navigation links for 'NCBI Resources' and 'How To'. The main header includes the PubMed logo, a search bar with 'PubMed' entered, and a 'Search' button. Below the header, there are options for 'Display Settings' (set to 'Abstract') and 'Send to:'. A dropdown menu is open under 'Send to:', titled 'Choose Destination', with the following options: File, Collections, Order (selected), Citation manager, Clipboard, E-mail, and My Bibliography. An 'Order articles' button is visible below the dropdown. The article title 'Competition for neuronal processing time: A physiological seizure control' is partially visible.

NON-AFFILIATE LOANSOME DOC DELIVERY PRICING INFORMATION

Delivery Speed	Cost per Item **(Not Affiliated)
Regular (2-10 days)	\$13.00
Rush (By the end of next business day)	\$60.00

BILLING

Billing is monthly by email.

You can pay by cash, check or credit card by phone. Please provide the email id of the accounting/billing department, if applicable.