

# Loansome Doc: Instructions for Use

**Loansome Doc** allows users to order full-text copies of articles from a medical library. A patron's name and institutional affiliation must accompany any request made through Loansome Doc.

If your institution has a Library Services Agreement with the University of Texas Health Center at Tyler – Wise Medical Research Library, then a user name and password should already be set up for your contact person. All employees of a contract institution can order medical information free of charge using Loansome Doc.

To order documents through **PubMed/MEDLINE** (<http://www.pubmed.gov>):

1. Perform a literature search using PubMed.
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, and click the "Send to" button, or temporarily save your selections to the Clipboard by clicking "Add to Clipboard" on the PubMed features bar.
4. Enter your UserID and Password.
5. Select "Order Documents" from the drop-down selection box. Click "Go".
6. Review orders and delivery information and specify "Mail". If the order is a rush, then specify "Fax." If you prefer to receive the article as an emailed PDF, make a note of that in the "Comment" section.
7. Click "Send Order" button.
8. The NLM computer electronically transfers the orders from the Loansome Doc Order File to the UT Health Center at Tyler – Wise Medical Research Library.
9. The staff at the Health Center's Medical Library is notified of pending Loansome Doc requests when they log on to DOCLINE. The requests are printed, processed, and updated as filled, transferred, or not filled. If we do not have the article in our collection, then we will transfer the request to be filled by another library.

We try to have articles delivered to you in no more than 7 days through your choice of delivery. Please let us know if it is a rush order.

Check out our web site for more information on Web Resources:

<http://library.uthct.edu/index.htm>