Loansome Doc
Registration and article ordering procedures

What is Loansome Doc?

Loansome Doc is a convenient, free online service that allows you quickly request journal articles that are cited in PubMed, but that are not available through the University of Manitoba. Article requests are directed from PubMed to the UM Health Sciences Library of your choice. Materials owned by the Library will be made available within two working days at the circulation desk of your library for seven days. Photocopies or electronic copies of articles obtained from other libraries are normally supplied within three to five working days. WRHA staff located in community offices will receive copies of requested items by mail or Medical Carrier.

Eligibility

Eligible users include: UM Bannatyne campus faculty, staff, and students; staff of affiliated hospitals; and all WRHA staff.

Fort Garry campus faculty, staff, and graduate students must use Document Delivery services provided by the Dafoe Library: http://umanitoba.ca/libraries/get_materials.shtml

Registration

Step 1
Go to the University of Manitoba Health Libraries website: http://libguides.lib.umanitoba.ca/health/
Choose Loansome Doc from the Get box in the middle column of the page.

Step 2
Read through the service notes in the “How do I register?” box and click I ACCEPT.

Step 3
From the Loansome Doc screen, click Sign Up!
1. Intro: click Get Started.
2. Find Library: choose Canada and then Manitoba from the drop-down menus. UNCHECK the box that says “Show only libraries that serve the general public.” Click Search for Libraries.
3. Select a Library: select the UM library that is most convenient for pickup. Click Select.
4. User identification: enter status and 14-digit University of Manitoba Library ID in the User Identification section. Requests will not be filled without a valid UM Library ID. Under “Select a category that best describes you” select “I am affiliated with this institution”. Click Continue.
5. Terms of Use: review and check the box at the bottom of the page to accept. Click Accept.
6. My Info: create a login and enter contact information. Eligible users do not pay for articles, however, $30 should be entered into the ‘Max cost per article’ field in the Ordering Preferences section. Click Continue.
Ordering Articles

**Step 1:** From the UM Health Libraries website, enter search terms in the PubMed search box. Alternatively, go directly to PubMed by clicking on the link beneath the search box that says *Go direct to PubMed*.

**Step 2:** Perform a search on a topic of interest, or enter a PMID number (or numbers, separated by a space) to bring up a known citation quickly. PMID numbers are found at the bottom of every PubMed citation. Click *Search*.

**Step 3:** Select items of interest by placing a checkmark in the box to the left of the citation (a). Click on the *Send to:* drop-down menu and select *Clipboard*, and then *Add to Clipboard* (b). A clipboard icon will appear next to the *Send to:* menu, and the number of items added will appear. Click on *# item* to view the contents of the clipboard (c).

**Tips:**
- The clipboard can hold up to 500 items, but only 100 items can be ordered at a time. Items are removed after eight hours of inactivity.
- Additional searches can be performed and new citations added to the clipboard at any time. Duplicate records are automatically removed.

**Step 6:** View detailed information about items in the clipboard by clicking on the link to the clipboard (‘c’ in the image above). Click on the *Display Settings:* drop-down menu located to the top-left of the first citation. Under *Format*, select *Abstract* to view detailed information. If there are more than 20 items in the clipboard, select 50, 100 or 200 to see more citations at a time from the *Items per page column*. Click *Apply*.
There are a number of different icons that may appear with the citation:

- **Get It @ UML**: Click this icon to determine if the article is available electronically via the UM Libraries and can be printed immediately.
- **Held at UM, NJM Library**: Green icons indicate that the article is held in one of the UM Health Sciences libraries. Proceed with Loansome Doc request.

**Step 7:** If an article is not available electronically or in print, place an order for it via Loansome Doc. A copy will be obtained and made available to you within three to five working days. To delete a batch of citations from the clipboard that have already been printed, click on the checkbox next to the citation to mark it for removal and click **Remove all items** at the top of the list of citations. Alternatively, delete individual citations by clicking **Remove from clipboard**.

Tip:
Many articles in PubMed are from non-English language journals, and will have [square brackets] around the title. Although titles and abstracts have been translated into English, the article will be in the language specified in the record. Ensure that articles selected for Loansome Doc will be of value before ordering.

**Step 8:** To order articles, click on the **Send to:** drop-down menu and select **Order**, and then **Order articles**. The Loansome Doc page will load and prompt you to login.

Tip:
In some cases, a note will indicate that the publisher has provided free full-text access to an article in your order. Clicking on the link should take you to full-text or the article, in which case you can remove it from your Loansome Doc order.

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