

New Interlibrary Loan Process

The Library has a new site for requesting interlibrary loans! With this site, you will login as you do with any Library eResource and have your own interlibrary loan dashboard. You can submit requests on this dashboard, download PDFs, and see your history of requests. No more searching through emails to find your interlibrary loan articles!

Logging in the First Time

1. Go to Patron Login Site for Interlibrary Loan:

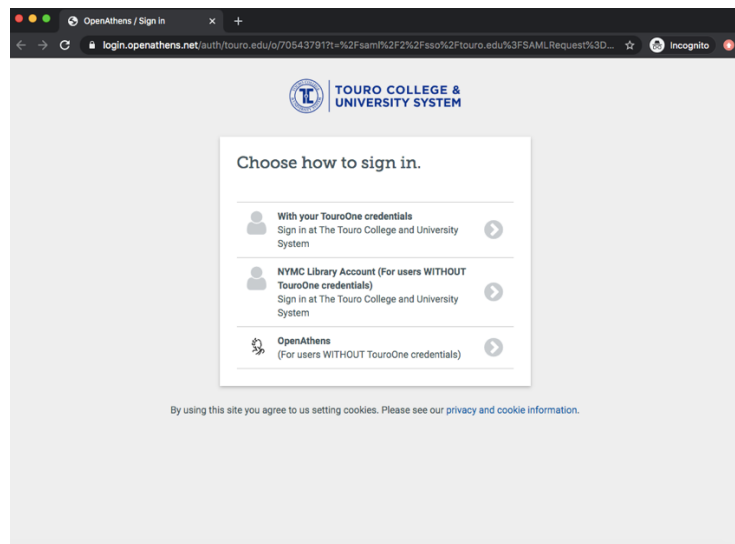
<https://touro.cliohosting.com/Home>

At this site, you can access your personal Interlibrary Loan dashboard. We recommend bookmarking it for ease of access.

2. Login with your usual method for accessing Library eResources.

If you are a regular student, faculty, or staff member, select the first option: TouroOne.

If you are a student on leave of absence, faculty emeritus, or adjunct faculty, select the third option: OpenAthens. If you are one of the above and do not believe you have an OpenAthens account, please contact Amy Castro at amy.castro@tu.edu

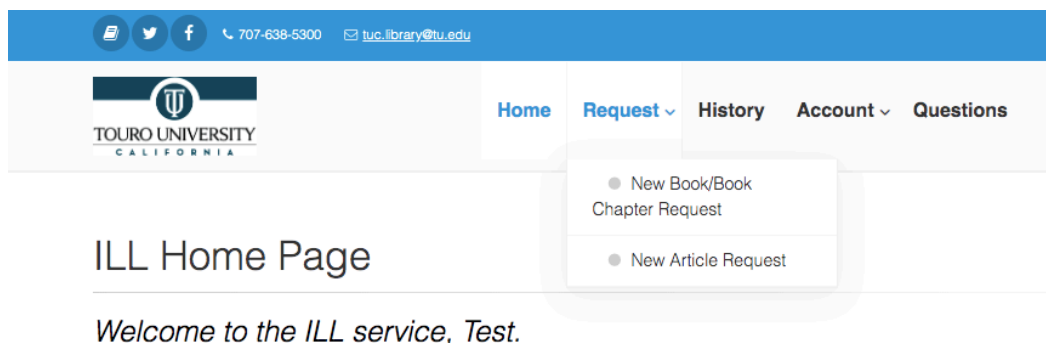


3. Finish registering your interlibrary loan account by filling in the following information: First Name, Last Name, Email Address, Status, and Department.

4. You will now be able to request articles, books and book chapters by going to the Request drop down and selecting the correct form.

Submitting a New Request

1. Login to your Interlibrary Loan dashboard: <https://touro.cliohosting.com/Home>
2. Go to the Request drop down and select the correct form.



3. Read and agree to the conditions and fill in as much of the form as possible. It is especially helpful to have a PubMed ID, if available. Click Submit.

A screenshot of the 'New Article Request' form. At the top, there is a navigation bar with the Touro University logo and the text 'TOURO UNIVERSITY CALIFORNIA'. The navigation menu includes 'Home', 'Request', 'History', 'Account', and 'Questions'. Below the navigation bar, the page title is 'New Article Request'. The text reads: 'Please fill in the request form with as much information as possible. I understand that by submitting this order I am agreeing to the conditions in the copyright declaration below: Please supply me with a copy of the material detailed below, which I require for the purpose of research for a non-commercial purpose or private study. I declare that:' followed by a list of conditions:

- I have not previously been supplied with a copy of the same material by you or any other librarian.
- I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it, by any means, to any other person.
- To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

The text continues: 'I understand that if the declaration is false in a material particular, the copy supplied to me will be an infringing copy and that I shall be liable for this infringement of copyright as if I made the copy myself.' Below this, there is a checkbox labeled 'I agree to the above conditions' and a red text 'This field is required'. There are two text input fields: 'Journal Title' and 'Article Title', both with red text 'This field is required' below them.

- The Library will process your request.

Retrieving your requests when available.

- You should receive an email that your article/book is now available.* If you requested a book, you can come to the Library front desk to pick it up. If you requested an article or book chapter, follow Steps 2 through 4.
- Login to your Interlibrary Loan dashboard: <https://touro.cliohosting.com/Home>
- Go to the History tab. You should see your requests in chronological order (newest to oldest).

The screenshot shows the Touro University California Interlibrary Loan History page. The top navigation bar includes the university logo, contact information (707-638-6300, tu.library@tu.edu), and menu items: Home, Setup, Request, History (selected), Account, and Questions. The main heading is "Request History". Below this, there are filter and sort options. A green "Received" status tag is visible. The request details are as follows:

Request ID	3640	Article Title	Test article from patron site
Date Requested	4/17/2020	Title	Test from patron site
		Pdf Expiry Date	5/17/2020
		Pdf URL	https://touro-staff.cliohosting.com/GetUpload/Borrowing/3640
		Pdf Password	7178e9

- Go to the PDF URL and use the PDF password to download your file.

Pickup Pdf



Welcome to Clio's Pdf Delivery page. Please enter the Password you were given to retrieve your pdf file.

Pickup Code/Password

Get PDF

* You may have to check your spam folder or “whitelist” emails from ill@cliohosting.com.