PubMed, MyNCBI & LoansomeDoc

Both MyNCBI and LoansomeDoc are free services through PubMed. Both services is an RMUoHP requirement.

The purpose of MyNCBI is to highlight articles available through RMU or a library that’s near your geographic location.

The purpose of LoansomeDoc is to order the article through RMU if it’s not available full-text online. LoansomeDoc only works in PubMed.

Here’s what it looks like after you’ve 1) Created the account and 2) Managed your filters:

Sign into your MyNCBI account. Search PubMed for information. Click on the title line of an article to see if you can get the article. If it’s available through RMU an icon will appear in the upper right hand side of the screen.

**RMU: Online Full-text icon means:** Click on the icon to get the article.

**RMU: Print icon means:** We have this article in hard-copy/print format in the library on campus. All you have to do to get a .pdf copy of it is order the article through LoansomeDoc.

What if the article is not available in PubMed? First, you will search in both EBSCO and OVID to see if the article is perhaps available there. If it is not, then return to the citation you found in PubMed. To order the article through Loansome Doc click on the Send to hyperlink: click on Order, click on Order Article and Loansome Doc will appear. Sign in and order through RMU.

NOW Create your MyNCBI account:

Go to www.Pubmed.gov

Open “My NCBI”, top right corner of PubMed screen, click “Register for an NCBI account.” Respond appropriately. This is your account. Please write down the User ID and Password as RMUoHP doesn’t have a record and will be unable to support you should you lose that information.

After signing up, you will be returned to the PubMed homepage.
**NOW Manage Your Filters**

Click on MyNCBI again – on the PubMed homepage click on the center of the three NCBI hyperlinks (your name, MyNCBI, sign out).

On the right hand side, 3rd square down, under “Filters”, click on the hyperlink, “Manage Filters” found under the Filters box.

On the right hand side: Under *Select Category*, move the dot initially marking “Popular” to “LinkOut”

The Boxes underneath will change; click on the blue hyperlink “Libraries”

You’ll get an alphabet grouping; choose the “Q-S”, let the list populate. Go down the list to “Rocky Mountain University of Health Professions”. Be sure to find the one in Utah. Place a check in each box on the left.

Return to the top of the page to the search box and type in the abbreviation of the state where you now live. Select hospital or University libraries that are in *your home state and within 200 miles of your home*. This doesn’t mean you will physical go into that library. You will call them and ask if they will allow you to get articles from them as a secondary/emergency source – essentially a Plan B. Place checks in both boxes on the left for each library you choose. You may select a couple of libraries from that list including the RMUoHP library.

You can walk into most state supported libraries and get your own articles. Libraries will also send them by mail, fax or email for a fee. You will have to establish a relationship by contacting the other libraries. We can discuss this during the on campus Library/Resource Center Orientation or when you call the library.

**Try it out:**

Exit the MyNCBI and go to PubMed homepage. Remain signed into MyNCBI. On the main PubMed screen, type “hip fractures” into the search box and use the quotes just like here. On the right hand side of the search results page find the blue hyperlinked list to the right of the search results.

**Filter your results:**

All (13180)

[Rocky Mountain University of Health Professions (1943)]

This means RMU offers 1943 of the 13180 articles. Click on the blue line Rocky Mountain University of Health Professions (1943). The 3rd article is “A new future for hip fracture care – orthogeriatrician lead in an ‘Acute’ Hip Unit”. On your computer screen click on that article’s blue title line. This will take you to the abstract page. On the right side you will see Full text icons: One is from Clinical Medicine and one is from RMU. To get the article, click on the RMU Online icon.
If you have also chosen other libraries in your home state and they also offer this article, you will see their logos there, too. Clicking on their logo will not take you to an article. It only lets you know they also have it.

If the icon shows “RMU Print”, this means the article is available in print format in the Resource Center on campus and you will want to order a .pdf copy through Loansome Doc.

**Order the Article:**

To get your hands on an article not in PubMed, EBSCO, OVID databases or in Google Scholar, here’s what you do:

**Sign Up for a LoansomeDoc account:**

This will be your account – not assigned by RMUoHP. Whatever you choose as a User ID and Password will not be known to RMUoHP. This means you must write down the terms you use and don’t lose it. We won’t be able to support you if those get lost.

**To Sign Up:**

https://docline.gov/loansome/login.cfm?

While on the pages on your computer, follow these instructions:

Click the Purple Get Started

Under State/Province, select Utah

UNCHECK the box “Show only libraries that serve the general public”

Click the Purple Search for Libraries

Slide down until you locate Rocky Mountain University of Health Professions and click the Purple Select button

Place a dot in the first circle “I am affiliated with this institution (e.g., Staff, Student)

Click the Purple Continue

Read the page and if you agree, place a check in the bottom left hand box

Click the Purple Accept

My Info Page: fill in the requested information

Pay Attention: to create a password requires 5-8 characters with no spaces. This is very specific; don’t use less than five or more than eight.

Under Ordering Preferences, where it asks “Max Cost per Article:” please place a ZERO in the box.

Click the Purple Continue
Verify Information

If accurate, click the Purple “Complete Registration”

That part about you may have more than one library? It’s a fib. You may not. Seriously. NO.

Finish and get out.

To Use Your LoansomeDoc Account:

1. In PubMed you’ll order through LoansomeDoc - Click on the blue hyperlink “Send to:” located just above the citation on the right. Click - Order; Click - Order Articles; sign in with your User ID and password. PubMed will transfer the citation information into the order form and send it to the library at RMUoHP. We will get the article for you and send it back via email.

2. OR: Send the library an email through the blue hyperlink “Send to” located just above the citation. Click – “email” and use the address articlerequests@rmuohp.edu

3. OR: cut and paste the information and send a regular email to articlerequests@rmuohp.edu

A full citation includes: the author and title of the article, title of the journal, date of journal’s publication, volume/issue/page numbers, and PMID or NLM UI number (a unique number assigned to each article). The PMID or NLM UI number is essential to request an article through RMUOHP.
If the PMID or NLM UI number isn’t included then the email request will be returned to you. If you’ve looked for the PMID or NLM UI number and can’t find it – let us know in your email that you’ve looked and name the databases or services where you’ve looked.

Having trouble?

Call us or email. We’re always ready to help. Promise.

Please call or email if you have a challenge. We are here to support your success.