

How to make a request online

Clio – online loan and article supply service

To log into the Royal College of Physicians' online loan and article supply service, visit the following web page: <u>https://rcp.cliohosting.co.uk/Account/Login</u>

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Royal College Home Request ~ History Account ~ Questions					
Welcome to the RCP interlibrary loans service					
January 2021 library service update: Due to COVID-19 and staff on furlough we're currently running a reduced service					
collection or from other library collections. It may take longer than usual for us to process your request. (To make a request:					
Dear Jane Smith, To make a request please go to the New Request tab and select the service y New Copy for a copy of an					
the form with as much detail as possible. Once you have submitted your request, we will contact article or book chapter or					
Please note that the following charges apply for RCP members and fellows: New Loan for a loan of a book					
Copies of articles from the RCP library collection: free					
Copies of RCP-published items: free					
Loans from the RCP library collection: free					
 Copies of articles obtained from another library: £6* 					
■ Loans obtained from another library: £12*					
*These prices are for standard delivery times (usually three to five working days). If you require urgent delivery please let us know.					
If you have any questions please get in touch:					

You will then be taken to the RCP interlibrary loans service home page which has details of the service including prices.

- 1. To request a book loan or a copy of an article select from the top bar menu New Request
- 2. From the drop down menu select **New Copy** for a copy of an article or book chapter or **New** Loan for a loan of a book or report
 - To view the progress of your requests select from the top bar menu History
 - To update your name, email address or to change your password select from the top bar menu **Account**
- 3. When you select **New Copy** or **New Loan** from the drop down menu, you will need to complete the form with as much detail as possible. This includes your agreement to the copyright declaration



If you have any questions about making a request please do not hesitate in contacting the interlibrary loans team at <u>interlibraryloans@rcp.ac.uk</u>