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: https://rcp.cliohosting.co.uk/Account/Login

To register for an account click on **Register for a new account** link

Add in a **User Name** (this can be your name). Then chose and enter a password (at least 6 characters and a number)

Confirm your password then click on the **Save** button

Please also be sure to add your RCP number if you have one

Fill in your details giving your name and email address

Then click on the **Save** button

To make a request:
New Copy for a copy of an article or book chapter or **New Loan** for a loan of a book or report
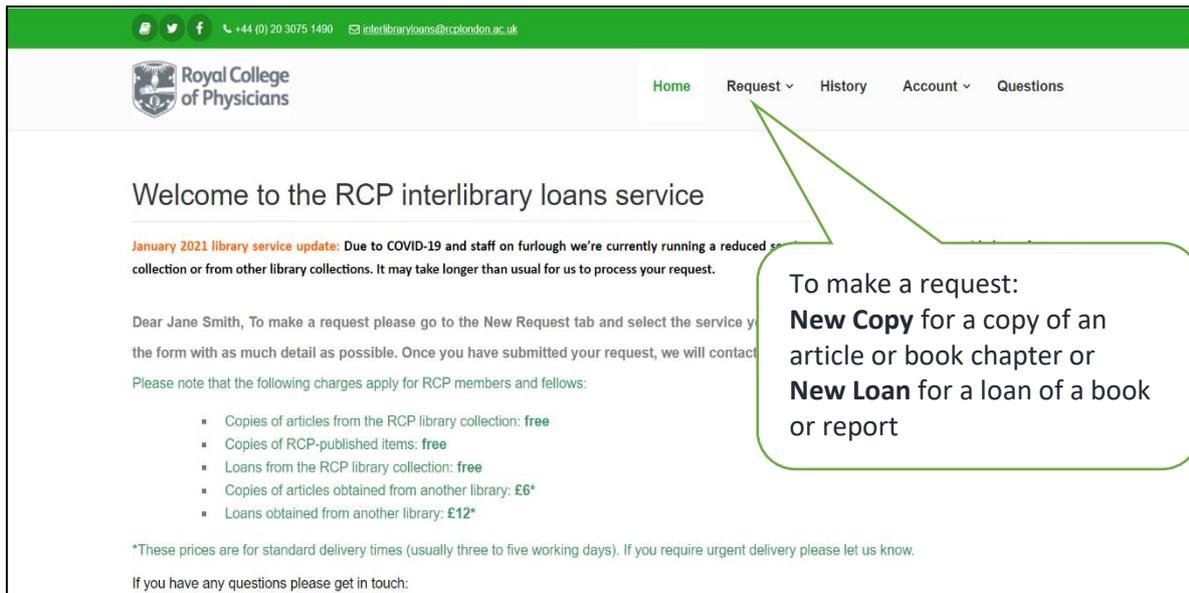
You will then be taken to the RCP interlibrary loans service home page which has details of the service including prices.

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

The compulsory fields are highlighted by a border

Before you click on the **Submit** button select the drop down **'I agree i**n the copyright field

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