Before you make a CLS Request, please verify your email address in MyALADIN. Notifications are sent to the email address listed on your MyALADIN account. From the ALADIN home page, click on MyALADIN and click on Edit (next to Patron Information & E-Mail Registration) to update your email address. NOTE: Only one email can be registered.

Books and journals that are not owned by Marymount, are unavailable, or cannot be accessed electronically may be requested through the Consortium Loan Service (CLS). It will usually take 2-3 business days to arrive. If you need the item sooner, you may pick it up from the lending library.

TIPS

• A CLS request may be made on books that have the Status: Available.
• Reference and books on reserve may not be requested.
• Lost or unavailable MU titles may be requested.
• Videos cannot be requested through CLS. Please contact the Circulation Desk.
• For titles owned by George Mason (GM) and Georgetown (GT), click on the URL link to view the Status of the title. From either the GM or GT catalog you need to return to the ALADIN Catalog to make your CLS request.
• The medical and law schools do not participate in CLS. Requests for their material through the Consortium Loan Service (CLS) can be made for books that have the Status: Available.
TIPS

• Before you request a journal article, check to make sure a library has the issue you need.
• For Journal titles, the DATE on the Results screen is the Date the journal began publishing.
• Libraries may own different years of a journal.
• You may need to open more than one catalog record to find the date range needed.

To create a CLS request click on Request through Consortium Loan Services. Log in with your last name and the alpha-numeric code you use to log in to Marynet and Blackboard.

If you are requesting a journal article fill in the Article Title, Author Last Name and First Name, Publication information fields and enter your ID again.

If Marymount has access to the journal article electronically a window will pop up. Click on the Full Text available via link to connect to the article electronically.

A window will pop up confirming your request. You will receive email notifications about the status of your request.

For help, stop by the reference desk, call (703) 284-1649, text (703) 539-2579, e-mail library@marymount.edu or IM: AskMULibrary (via AOL, Google Talk, Meebo, MSN or Yahoo!).