



# 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>

Royal College of Physicians

Home Request History Account Questions

Welcome to the RCP interlibrary loan service

Please log in with your username and password.  
**New users can register by clicking on the registration link below.**

Login Name   
This field is required

Password   
This field is required

Remember Me

[Forgot your password?](#) [Register for a new account](#)

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

Royal College of Physicians

Create ILL Account

Please create username and password

User Name   
This field is required

Password   
This field is required

Confirm Password   
This field is required

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

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

Complete ILL Account

Please fill in the details for your new account.

First Name

Last Name

RCP No.

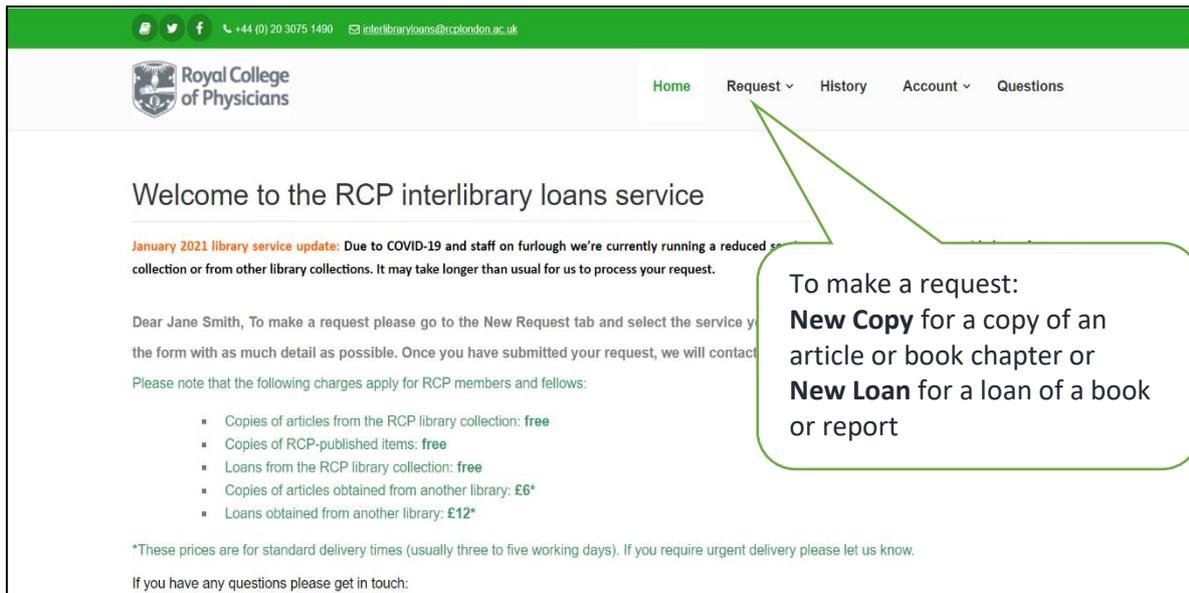
Email

Fill in your details giving your name and email address

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

Then click on the **Save** button

Data processing – privacy notice  
The RCP will use the data collected on this form to process your interlibrary loan requests, to provide you with a copyright declaration (if needed) and electronic versions of requested articles. This data will be stored for a period of 5 years to maintain a record of your requests and a record of copyright compliance. For more information on our data processing practices, please follow this link to our [processing notice for this service](#).



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 [interlibraryloans@rcplondon.ac.uk](mailto:interlibraryloans@rcplondon.ac.uk)