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1 Center for Translational and Basic research CTBR, formerly the Center for Study of Gene Structure and Function (Gene Center).
The CTBR affiliation with CTSC\textsuperscript{2} allows you access to the WCMC Library. There are three ways to utilize the WCMC Library resources:

**On-site Access:** Once you are registered (ie., once you have a library card), you will have on-site access to over 7000 electronic journals, over 2500 electronic books, and over 100 databases. You will need your WCMC Library card to gain access to the library. Library cards are based on CTBR membership and are non-transferrable.

**E-Journal Access:** The WCMC Library has extended its e-journal licensing agreements with several publishers to include access for CTBR members. Through this arrangement, you will have direct access to many e-journals that are not available through the Hunter College library. E-journal access is password protected. *You will only be able to access these e-journals through the CTBR website: [http://ctbr.hunter.cuny.edu/content/weill-cornell-medical-library-e-journals](http://ctbr.hunter.cuny.edu/content/weill-cornell-medical-library-e-journals)*

**TripSaver Service:** You can use the online TripSaver form to request items not available via E-Journal Access. Items within the WCMC Library collections will be emailed to you in PDF form in one business day.

Please utilize the CUNY library you are affiliated with for interlibrary requests of books or items that cannot be obtained electronically.

If you have any questions regarding the WCMC Library resources, please contact:

*Leah T Abraha*
Center for Translational and Basic Research (CTBR)
Room 315HN
Phone: 212-396-6121
Email: labra@hunter.cuny.edu

\textsuperscript{2} Clinical and Translational Science Center
The address for the library is:
Weill Cornell Medical College
Samuel J. Wood Library & C.V. Starr Biomedical Information Center
1300 York Avenue
New York, NY 10065

The hours of operations can be found here: http://library.med.cornell.edu/About/hours.html

You will need your WCMC Library card to gain access to the library. Library cards are based on CTBR membership and are non-transferrable.
How to access WCMC Library E-Journals

1. Go to the CTBR site: http://ctbr.hunter.cuny.edu/content/weill-cornell-medical-library-e-journals
2. Select Research then Support and Services then Weill Cornell Medical Library
3. Follow the instruction on the page and you will be prompted to log-in in order to access the e-journals.

Your **username** is the username for your Hunter email account

Your **password** is the password for your Hunter email account
4. Once you are logged-on, you will be directed to a sub-page of the Weill Cornell Medical Library.

**PLEASE NOTE:** Only use the “Find e-journal” (white) section of this page. Do not click on any of the links that are in the top banner (within the red section). Doing so will take you out of the sub-page which was specially designed for the CTBR members (and into the main WCMC Library site for which we do not have access).

5. You can search for journal titles by either **clicking on a letter** or

   ![Find e-Journal screenshot](image)

   by using the **search fields**.
6. Once you have found the journal you want, click on the link next to the words “Link to full text via”

7. You will then be granted access to the selected publication.
How to request an electronic document via TripSaver Service

First-time TripSaver Users

(If you have already set-up your TripSaver account, proceed to page 11)

1. Go to the WCMC Library website: [http://library.med.cornell.edu](http://library.med.cornell.edu)

2. Select the “more…” link under “SERVICES”
3. Select the “Interlibrary Loan and TripSaver” option
4. Select “How do I login and make a request for the first time?”

Interlibrary Loan & TripSaver

| Use this Service |

WCMC Library offers two different document delivery services for patrons: Interlibrary Loan and TripSaver.

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<th>Applicable materials</th>
<th>Interlibrary Loan</th>
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<td>Books, journal articles, and other items the library does not own</td>
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<th>Service</th>
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<tr>
<td></td>
<td>Digital copies of journal articles are sent via email to the patron. Books are held for pickup at the Circulation Desk</td>
<td>Print items are scanned and sent via email to the patron. Electronically available items are emailed.</td>
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<th>Cost</th>
<th>Interlibrary Loan</th>
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<tr>
<td></td>
<td>free for members of the WCMC community</td>
<td>$5 per requested item. Patrons are not charged unless they give their explicit prior consent.</td>
</tr>
</tbody>
</table>

Eligibility and access

Anyone with a valid ID from NewYork Weill Cornell Medical Center that has a Weill Cornell Medical Library barcode attached to it, or anyone who is sponsored with full borrowing privileges may use Interlibrary Loan or TripSaver. A barcode can be obtained by visiting in person the Circulation Desk, which is just inside the Library on 69th and York.

How to submit a request

See the FAQ, How do I login and make a request for the first time?

Patrons who wish to submit an interlibrary loan request in person may visit the Interlibrary Loan Services. To talk to someone from ILL, ask at the Circulation Desk.

Turnaround time

Requests are typically processed within one business day of receiving them. Plan ahead when requesting materials. The time taken to fill a request depends on several
5. Read the instructions on the page and then select “**this link**” to begin completing your profile form, making sure to fill in all available fields.

   NOTE: In order to expedite the processing of your requests, please complete the field marked “**Department**” by typing the words, “**CTSC-GENE CENTER**.” (These library privileges were set up when the CTBR operated under its former name, Gene Center)

   Make sure to use your most recent library card information for your profile.
Returning TripSaver Users:

1. For future requests as a returning user go to [http://weillcornell.hosts.atlas-sys.com/illiad/logon.html](http://weillcornell.hosts.atlas-sys.com/illiad/logon.html) and log in using your email address and password.

   **NOTE:** This is a different log-in authentication from E-Journal Access. In TripSaver, unless you have changed your password it is the barcode number on your library card.

2. Select “New TripSaver Request”
3. Complete all the necessary information to locate your article. The red asterisks indicate required fields. 

**NOTE:** the Payment Method section will automatically be set to “Personal Account”. Use the drop-down menu to select the option that is linked to your library card – it will be in the format of your library card number followed by “Gene Center (#####-Gene Center)
4. Once you have completed the form select “Submit Request” located at the bottom of the page. Your article will be emailed to you in .pdf form.

You'll receive a transaction number and be advised of the status of your request. Return to this section for updates.

To cancel a request, select the transaction number and you'll see an extended view of your request. Select “Cancel Request”