How to Access your Weill Cornell Medical College Library Resources:  
A Guide for CTBR* Members  
(revised 12/2015)

On-site Access

The CTBR affiliation with CTSC allows you access to the WCMC Library’s resources which are listed on the Library website: http://ctbr.hunter.cuny.edu/content/weill-cornell-medical-library-e-journals
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 most current 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. You will only be able to access these e-journals through the CTBR website (http://ctbr.hunter.cuny.edu). E-journal access is password protected.

TripSaver Service

The WCMC Library will provide you with electronic document delivery from their collections and interlibrary loan items available electronically at no cost. All items that are held within the WCMC collections and requested via TripSaver online form will be emailed to you within one business day of request submission. Interlibrary loan times depend on the lending library, but are generally emailed within 2-3 business days. Requests for books or items that cannot be obtained electronically will be returned to you and should be submitted to the interlibrary services at Hunter College for processing.

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

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*Center for Translational and Basic research CTBR, formerly the Center for Study of Gene Structure and Function (Gene Center).
How to access e-journals from the CTBR Website

1. Go to the CTBR website: http://ctbr.hunter.cuny.edu
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 email account (Hunter or genecenter email). Your **password** is the password for your email account.
4. You will then be directed to a sub-page of the Weill Cornell Medical Library.

**PLEASE NOTE:** You should 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). This will take you out of the sub-page which was specially designed for the CTBR members and into the Weill Cornell Medical Library’s main website, for which you do not have access.

5. You can search for journal titles by either title, subject, selecting a letter or by using the search field
6. Once you have found the journal you want, click on the link next to the words “Link to full text via” OR select the title of the journal.
7. You will then be granted access to the selected publication. (If you selected the title of the journal in the previous step, you may need to specify the volume you seek.)
FIRST TIME USERS:

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.

<table>
<thead>
<tr>
<th></th>
<th>Interlibrary Loan</th>
<th>TripSaver</th>
</tr>
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<tbody>
<tr>
<td>Applicable materials</td>
<td>Books, journal articles, and other items the library does not own</td>
<td>Journal articles and book chapters the library does own</td>
</tr>
<tr>
<td>Service</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>
</tr>
<tr>
<td>Cost</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>
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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.”

Make sure to use your most recent library card information for your profile.
RETURNING USERS OF TRIPSAVER:

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.

   ![Login screenshot](image1)

   NOTE: unless you have changed your password it is the barcode number which can be found on the back of your most recent library card.

2. Select “New TripSaver Request

   ![Main Menu screenshot](image2)
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”