



Library Staff Instructions

How to Register

Anyone can come to this site and begin searching. However, if you will process interlibrary loan requests for your library, you need to create a user account.

From DueNorth's homepage (<https://duenorth.nnyln.org/>) click "Staff Login" in the upper right hand corner.

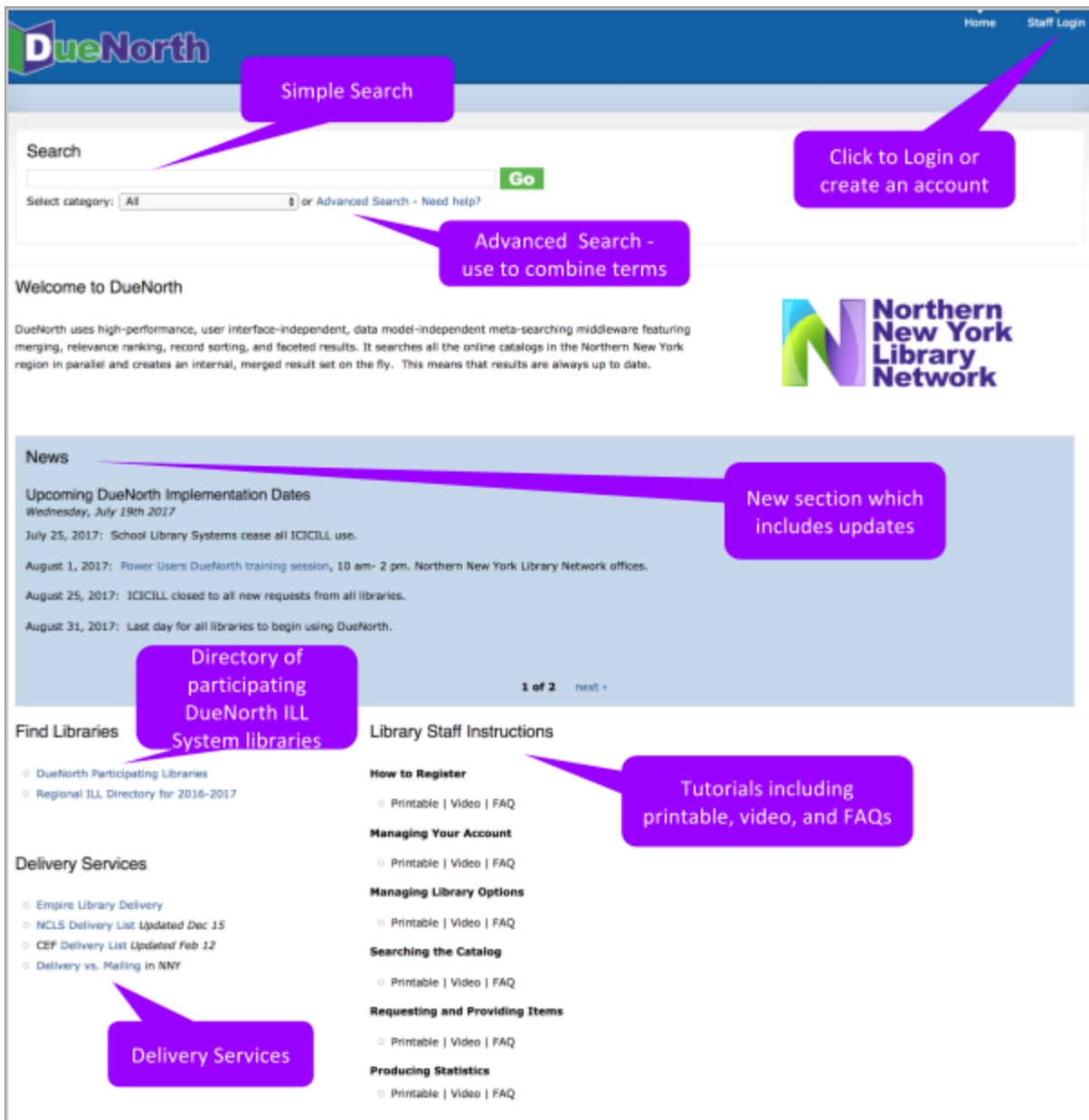


Figure 1: DueNorth Home Page

Click “Create new account” and proceed to fill out the form. The Registration Code is provided by system staff.

1. Go to the DueNorth Staff login: <https://duenorth.nnyln.org/user/login> or use the Staff Login found on the DueNorth gateway page: <https://duenorth.nnyln.org/>
2. Click “Create new account.”
3. Fill in the following information, a red asterisk indicates a required field.:
 - Registration code. The code can be obtained during a training session, or you can contact NNYLN.
 - Username. Use this format: first.last - if you work in multiple libraries, you must create a DueNorth for each library using the same first.last username but add another identifier, for example: christi.sommerfeldt.nnyln.
 - Email address. Enter your work email address. This email address will be used for contacting you to confirm your account or if you forget your password. If you have multiple DueNorth accounts for multiple libraries, you will still use the same email but add the identifier from your username to your email after a ‘+’ sign, for example: christi+nnynl@nnynl.org; or edemo+potsdam@sunypotsdam.edu.
 - Enter information to identify yourself and the library where you work per that account.
 - ILL code – (Optional) ILL Codes can be found [here](https://tinyurl.com/y7dzcfeg) (<https://tinyurl.com/y7dzcfeg>).
 - OCLC symbol (Optional)
 - Home Library System – Select the library system to which your library belongs from the following:
 - Champlain Valley Education Services School Library System
 - Clinton Essex Franklin Library System
 - Franklin-Essex-Hamilton BOCES School Library System
 - Jefferson-Lewis BOCES School Library System
 - North Country Library System (NNYLN)
 - Northern New York Library Network
 - Oswego County School Library System at CiTi
 - St. Lawrence-Lewis BOCES School Library System
4. Check the box next to Accept Terms & Conditions of Use.
5. When you are finished, click ‘Create new account.’

You will receive an email from duenorth@nnynl.org confirming your account. The email will include a link for you to login and set your password.

User account [Create new account](#) [Log in](#) [Request new password](#)

Registration Code *

Please enter your registration code.

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

First Name *

Last Name *

Your Institution *

Street Address *

City State Zip *

Work Phone *

Extension

ILL Code (Optional)

OCLC Symbol (Optional)

Home Library System *

Terms and Conditions of Use

1. We will keep our contact information current. If our lending email address changes, we will update it in DueNorth. We further agree to suspend DueNorth when we are closed so that requests will not be made to libraries that cannot respond promptly.
2. We agree to abide by the following fundamental resource sharing concepts:
 - a. Interlibrary loan is based on a tradition of sharing resources among various types and sizes of libraries and rests on the belief that no library, no matter how large or well supported, is self-sufficient. The system of interlibrary loan rests on the belief that all libraries should be willing to lend if they wish to borrow.
 - b. Timeliness of inter-sharing is vital: Participants agree to check for requests every day the library is open and respond within one business day.
 - c. A requesting library bears responsibility for the safety of the borrowed item from the time the material leaves the lending library until it is received back at the lending library.
 - d. Libraries participating in DueNorth will not charge other libraries in the region for loans or for photocopies.

Accept Terms & Conditions of Use *

[Create new account](#)

Figure 2: Create new account

If you have questions about using the DueNorth catalog, please contact Christi Sommerfeldt at christi@nnyln.org or call (315) 265-1119.