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.nyln.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+nnyln@nnyln.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/v7dzcfx).
   - **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@nnyln.org confirming your account. The email will include a link for you to login and set your password.
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.