OVERVIEW OF THE PROCESS

REGISTER
1. Obtain a Registration Code from your system administrator or NNYLN.
2. Go to https://duenorth.nnyln.org/user/register and create a user account. Username should be first.last.
3. Activate your account via the confirmation email and set your password.
4. Set your library as a lender in My account -> Library Lending Profile -> Suspend ILL: NO.

BORROWING

SEARCH
1. Go to https://duenorth.nnyln.org and search for material.
2. Identify the item from the list of results.
3. Review available libraries.
4. Click Request for the request form.

REQUEST
1. Fill out the request form: enter need-by date and relevant notes.
2. Indicate single/multiple copy request then select from which library or libraries you would like to request.
3. Click 'Submit' and your request is complete. An email is generated to the lending and borrowing libraries regarding the request.

LEARN
• Pre-recorded online videos.
• Online webinar.
• In-person or one-on-one instruction.

LENDING

ANSWER
1. Receive an email from a library requesting to borrow an item.
2. Determine whether or not your library is able to lend the requested item.
3. Click YES or NO to respond to the request. This will open up DueNorth where you should login to continue the transaction.

YES
1. Review request within DueNorth. Select YES and click 'Submit' to fill the request. Use 'Notes' field if applicable (optional).
2. Circulate item as per library or system standards (recommended).
3. Ship/transfer item to the borrowing library.

NO
1. Review request within DueNorth. Select NO and fill in form. Click 'Submit' to complete the transaction.
2. An email is generated alerting the borrowing library that the request cannot be filled.