

# How to Use Clio

Clio is an Interlibrary Loan (ILL) program that allows patrons (you) to easily Request, Track and Renew their Interlibrary Loan items. These instructions will help you navigate Clio from home.

1. Go to [www.bozeman.cliohosting.com](http://www.bozeman.cliohosting.com)
2. The first page is for logging into your ILL account. You will need your Library Card barcode number and a password.
  - a. If you have NOT used CLIO before but have received an ILL in the last two years then you will need to click the **Forgot your password** link to have a password sent to your email on file.
  - b. If you have not used ILL before then please **Register for a New Account**.

(406)582-2421 [boz-ill@bozeman.net](mailto:boz-ill@bozeman.net)

**Library**

## Log in

Please log in with your Library Card Number and password.

**Reminder:** Your login name is your Bozeman library card number!

1. If you've never used our Interlibrary Loan system, please click on Register for a New Account.
2. If you **have** used InterLibrary Loan before you will already be in the system. Click the Forgot your Password button to receive a temporary password. Please change it to something personal under Your Details.
  - a. If you don't have an email on file yet please email [boz-ill@bozeman.net](mailto:boz-ill@bozeman.net) to have it added.
  - b. If you don't own an email address, please call (406)582-2421 for a temporary password.

Login Name

This is your Bozeman Card Number!

This field is required

Password

Case Sensitive

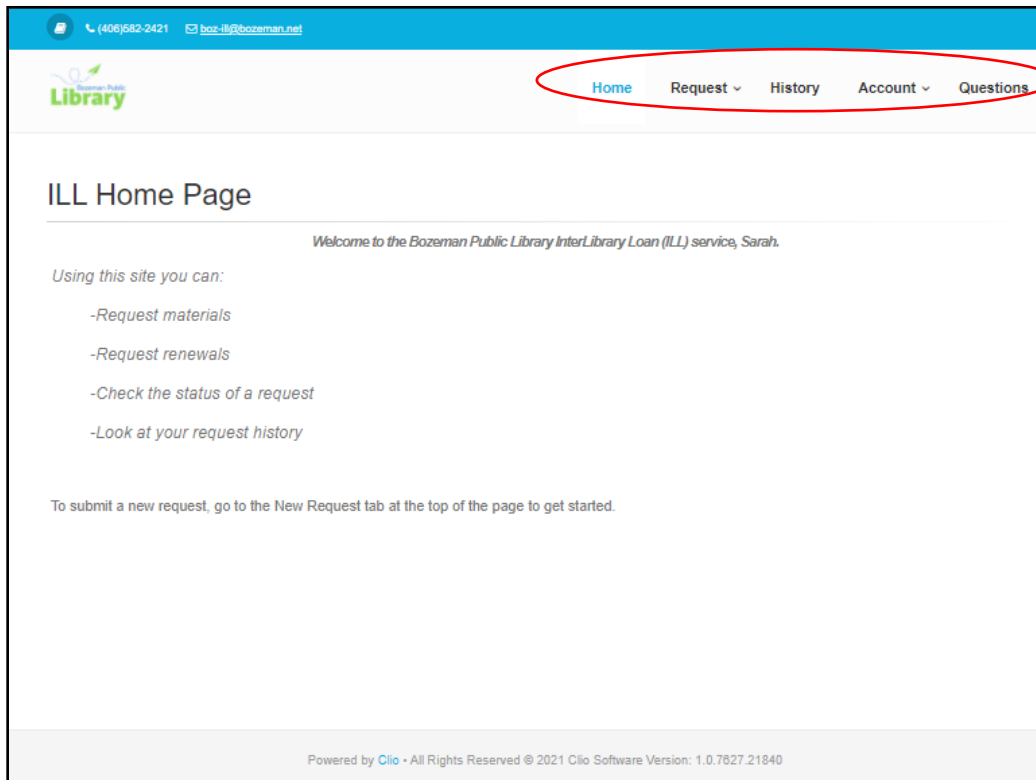
This field is required

Remember Me

[Forgot your password?](#) **OR** [Register for a new account](#)

3. After logging in you will see a standard Home page. The tabs you want are in the upper right corner.

Home Page:



4. The two options on the far right, Account and Questions are exactly that, for updating your Account information, such as setting a password or emailing the ILL staff with your Questions.
5. The most used options are Request and History. The rest of these instruction will cover those sections.

## Making a Request

6. To Request a NEW item you will use the Request Drop down menu.



Updated March 2021

7. Fill out as much of the Request Form as possible. The red fields are required, however, if you found the item online (Amazon) please add the ISBN to the form for greater accuracy.

**New Book or AV Request**

**Fines still accumulate on Interlibrary Loans!**  
Reminder that you only get five (5) free requests a month.

1. Fill in the request form with as much information as possible. Requests for items published in the current year will not be filled as they are unlikely to be available for loaning.

2. Next, use the Check Holdings button to confirm that we do not already own the item. If Bozeman, Belgrade, Three Forks, Manhattan or West Yellowstone own the book, please place a HOLD in the regular catalog. Holds take a few days to receive, if available in these local libraries.

3. Expect Interlibrary Loans to arrive in 2-3 weeks. You will receive an email when it arrives or if it is unavailable for InterLibrary Loan.

Title   
This field is required

Author or Producer   
This field is required

Material Type   
This field is required

Edition

ISBN

Date Published

SeriesTitleNumber

Need By Date

Notes

Reminder! Please use the **Check Local Holdings** button to make sure a Gallatin Valley Library doesn't have your item before sending your request. Thank you for double checking

8. Please select **Check your Local Holdings**, before you click **Submit**.

## Viewing Your Requests

9. To track your requests, use the History tab.

Library Home Setup Request History Account Questions

Request History

Filter...  
New

Sort by...  
Request date, recent first

10. Using the Filter drop down menu you can see the new request you just made, track to see if your request has been mailed yet, check Due Dates and Request a Renewal.

The screenshot displays the 'Request History' interface. At the top left, there are two filter menus: 'Filter...' with a dropdown set to 'Recent Requests', and 'Sort by...' with a dropdown set to 'Request date, recent first'. The main content area lists four requests, each with a status indicator at the top of its entry. The first request (ID 3801) is 'In Process' (blue box), the second (ID 3795) is 'Request Renewal' (blue box), the third (ID 3641) is 'Returned' (green box), and the fourth (ID 3637) is 'Overdue' (pink box). Each entry includes fields for Request ID, Date Requested, Due Date (in red), and Shipped Date. The title and author information are listed to the right of each entry. Red circles highlight the 'In Process', 'Request Renewal', 'Due Date', and 'Overdue' labels.

Request ID	Date Requested	Due Date	Shipped Date	Title	Author
3801	2/25/2021	4/12/2021	3/4/2021	Jekyll and Hyde : the musical	Van Hoogstraten, Nicholas; King, Don Roy; Hasselhoff, David; Sexton, Coleen; Rivette, Andrea; Merrit
3795	2/23/2021	4/10/2021	3/2/2021	It takes two to tumble	Sebastian, Cat
3641	1/20/2021	2/24/2021	1/23/2021	Master of the House of Darts	Bodard, Alette de
3637	1/19/2021	3/3/2021	1/20/2021	The throne of the five winds	Emmett, S. C.

Thank you for using CLIO and Interlibrary Loan. We hope this tutorial answered your questions, but if it didn't, please email [boz-ill@bozeman.net](mailto:boz-ill@bozeman.net) for more assistance.

Updated March 2021