

1. Use the 5CLIR library card for identification to obtain borrowing privileges at Smith (Young Library while Neilson is under renovation). This entitles one to request hard-copy books online and have them delivered to Smith for pickup, whether from Smith or any of the other four library system members.
2. Go to Smith HR (30 Belmont Avenue) and fill out the “college affiliate” form. HR will submit the form to ITS, which then creates a Smith College network account for you. ITS then emails you a username and temporary password and instructions on how to activate your account.
3. Then go online to [smith.edu](http://smith.edu) > Faculty & Staff > Portal > BannerWeb > Personal Information: Personal Information Menu > Emergency Information Review and Update > Home Address > “Click Here”, which brings up a form email to HR from you with your name at the bottom followed by a number starting with 99. Make a note of the number, which is your unique Smith numerical ID.
4. Go back to Young Library and have them update your account to include:
  - i. your “99” number and
  - ii. your username.
5. When you run a search for a book or journal article at [smith.edu](http://smith.edu) > Libraries (at bottom of page) > Research Tools > Five College Library Catalogue,
  - i. for a hard-copy book or journal, once you find the item you want, click the “Request Item” link. Your “99” number will enable use of the “Login via Smith College” link.
  - ii. for the digital version of a book or article, once you find the item you want, click on “Location/Availability.” Your username will enable use of the “Smith: Link to resource” link (under “location:/online:”).

In addition, Smith account privileges include digital access to current editions of journals such as Science News: [smith.edu](http://smith.edu) > Libraries > Research Tools > Journal Locator.