

Baylor Health Sciences Library LOANSOME DOC SERVICE AGREEMENT

Loansome Doc allows users to order full-text copies of articles identified in searches performed on PubMed from a medical library. By completing this agreement, you are requesting Baylor Health Sciences Library as your ordering library. A fee schedule is attached, please note fees are subject to change.

SERVICE

As your Loansome Doc Primary Ordering Library, Baylor Health Sciences Library will:

- ✓ Provide photocopies of materials owned by this library.
- ✓ Obtain photocopies of materials from other libraries as necessary (if you indicate in your registration)
- ✓ Deliver materials by U.S. mail, fax, or electronically (electronic delivery is dependent upon availability).
- ✓ Bill you separately for all orders (fee schedule attached, fees are subject to change).

PARTICIPATION

To participate in the Loansome Doc program you must:

1. Register with this library by filling out and returning the attached registration form.
NOTE: Requests will not be filled prior to receiving a signed agreement.
2. Register with Loansome Doc online at <http://docline.gov/loansome/login.cfm>
NOTE: When you see the question "Authorize ordering library to obtain articles from other libraries if ordering library is unable to fill the request" Be sure to choose 'yes' otherwise we might not be able to fulfill your request.
3. Generate Loansome Doc requests through the Pubmed or the NLM Gateway (phone/fax requests not accepted).

The National Network of Libraries of Medicine (NN/LM) has a fact sheet for Loansome Doc users: http://www.nlm.nih.gov/pubs/factsheets/loansome_doc.html The fact sheet covers the following topics:

- The registration process
- How to place an order for an article through Loansome Doc
- Order confirmation
- Check order status
- Updating account information

Questions or requests for additional information should be directed to:

Donna Daniel, Interlibrary Loan Coordinator
Voice: 214-820-7709 or 214-828-8184
Fax: 214-820-2095
Email: interlibloan@bcd.tamhsc.edu

Baylor Health Sciences Library
3500 Gaston Avenue
Dallas, Texas 75246
http://www.bcd.tamhsc.edu

PHONE (214) 820-7709
(214) 828-2238
FAX (214) 820-2095
interlibloan@bcd.tamhsc.edu

Baylor Health Sciences Library
LOANSOME DOC REGISTRATION FORM
(Complete and return this form to the Baylor Health Sciences Library)

Name: _____

Status: AFFILIATED* UNAFFILIATED

AFFILIATED patrons are medical staff, faculty, employees and students of BHCS or BCD; alumni of BCD; and North Texas area dentists.

*Please indicate affiliation by department or status (examples: surgery or dental student).

DELIVERY ADDRESS:

PHONE _____ FAX _____

E-Mail _____

BILLING ADDRESS (if different from shipping):

PLEASE READ AND SIGN BELOW:

WARNING CONCERNING COPYRIGHT COMPLIANCE

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable to copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

SIGNATURE _____ DATE _____

NOTE: Upon completion of this form, please return to the Baylor Health Sciences Library.

FOR LIBRARY USE ONLY:

Date Agreement Received/Initials: _____ Date Activated in Docline _____

Revised October 19, 2005

IDENTIFICATION INFORMATION

First Name :
Last Name : (required)
Title : (e.g. MD, Ph.D, RN etc.)

ADDRESS INFORMATION

Address 1 : (required)
Address 2 :
City : (required)
State/Province : (U.S. and Canada Only)
State/Province : (International Only)
Country : (required)
Zip/Postal Code : (required)
[Phone country code](#) : (required)
Phone area/city code : (required for U.S.)
Phone local number : (required)
Phone Extension :

Delivery Information

[Delivery Method](#) :
[Fax country code](#) :
Fax area/city code :
Fax local number :
Fax Extension :
Email :

Comment : Print comment entered below on all orders.

Please send all orders the fastest route possible

NOTE: Never enter a credit card number or other secure information in Loansome Doc.

Authorize ordering library to obtain articles from other libraries if ordering library is unable to fill the request.

Authorize : No Yes

LOGIN INFORMATION

Enter a User ID and Password of your choice to use for all future orders.

User ID : (required)

Password : (required)

Retype Password : (required)

SAMPLE

Baylor Health Sciences Library Fee Schedule

Fees effective July 1, 2006

	Affiliated*	Unaffiliated
Literature Searches		
Self-Service	no charge	no charge
Librarian Service		
Routine	no charge	60.00/hour (\$10.00 minimum)
Rush	30.00/hour (\$5.00 minimum)	unavailable
Photocopies		
Self-Service	.10/page	.10/page
Copy Cards**	12.00 each (110 copies)	12.00 each (110 copies)
Staff Service		
Routine (next business day)	3.00/article	10.00/article
Rush***	6.00/article	15.00/article
Microfilm/Microfiche		
Self-Service	no charge	no charge
Staff Service	3.00/article	10.00/article
Interlibrary Loan		
Routine (3-10 business days)		
Articles	3.00/article	10.00/article
Books	no charge	unavailable
Rush*** (as quickly as possible)		
Articles only	15.00/article	30.00/article
Public Fax Service (10 pages max)		
Send only****	3.00/fax	3.00/fax

*AFFILIATED patrons are medical staff, faculty, employees and students of BHCS or BCD; alumni of BCD; and North Texas area dentists. Registered Loansome Doc users who are also affiliated will be charged at the affiliated rate.

**COPY CARDS are available at the Circulation Desk on weekends and after 5PM on weekdays.

***Availability of RUSH service is contingent on library staffing and/or lending library.

****Availability of PUBLIC FAX service is contingent on library staffing.