



Loansome Doc Registration and Agreement

Galter Health Sciences Library
Feinberg School of Medicine
Northwestern University
303 E. Chicago Ave.
Chicago, IL 60611

(312) 503-1911 Phone
(312) 503-8028 Fax

Name: _____

Corporation / Organization Name: _____

E-mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

I understand that the materials I request may be subject to copyright restrictions (Title 17 US Code).

I hereby authorize the Galter Health Sciences Library to process all requests as I have indicated and I further agree to pay any charges incurred for this service. I agree to abide by the attached policies established by the Galter Health Sciences Library for Loansome Doc.

Signature: _____ Date: _____

Loansome Doc Policy

22 August, 2006

The Galter Health Sciences Library provides access to biomedical journal literature to unaffiliated individuals and corporations via the National Library of Medicine's Loansome Doc program exclusively.

Use of Loansome Doc services provided by the Galter Health Sciences Library requires a completed and signed Loansome Doc user agreement be on file at the library. Use of this service also requires the user comply with all regulations governing the service. Failure to observe these regulations will result in termination of service.

Policies

- 1) Use of Loansome Doc services provided by the Galter Health Sciences Library requires a completed and signed Loansome Doc user agreement be on file at the library.
- 2) Users of this service agree to comply with all regulations governing the service.
- 3) Failure to observe these regulations will result in termination of service.
- 4) Users will notify the library of changes in address both postal and electronic in a timely manner.
- 5) Users will submit requests using NLM databases for journal articles for which the citation has been verified.
- 6) Once a request is submitted, it can not be canceled by the requestor.
- 7) Requests cost \$15.00 per item.
- 8) Users will be billed monthly for all filled requests made that month, terms net 30 days.
- 9) Requests for articles in the Galter Health Sciences Library's collection will be completed in 48 hours under normal circumstances. Requests for items not available at Galter will be filled as quickly as possible but are dependent upon the lending library's turn around time.
- 10) Users agree to submit no more than 10 requests per day unless prior arrangements have been made.
- 11) Copies of requested articles will be sent via e-mail as an attachment in PDF format. One attached article per e-mail will be the norm.
- 12) Users are responsible for ensuring that their e-mail is able to accept attachments and will keep their PDF software up to date.
- 13) Users will sign into Loansome Doc to determine the status of their requests.
- 14) Users understand that requests may be subject to copyright restrictions as the Copyright Law of the U.S. (Title 17 USC) governs the making of photocopies or other reproductions of copyrighted material. Photocopies or reproductions of copyrighted material may not be "used for any purpose other than private study, scholarship or research". This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of the Copyright Law.