

Terms of Agreement

Non-Affiliates

1. Use of Loansome Doc services provided by Rowland Medical 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. Users will notify the library of changes in e-mail and mailing addresses in a timely manner.
4. For non-affiliated users: the library will **only** fill requests for items that are in the Library's holdings. No interlibrary loans will be processed for non-affiliates.
5. Requests may be cancelled by contacting the library. The user must have the request number available when calling. Users understand that fees may be applicable if the request has already been processed.
6. A fee of \$20.00 per request is charged to non-affiliates.
7. Sales Tax is assessed for all services. Users must supply appropriate tax information for tax exemption. Documentation must be emailed to lib-loansome@umc.edu at the time of application.
8. Users understand they will be billed daily for items that have been supplied. Users agree to pay Rowland Medical Library within six months of the receipt of the invoice. Users understand that the failure to do so may result in the suspension of this service.
9. Two copies of each invoice will be provided. One copy of the invoice should be returned with payment. Invoices can be paid by a check drawn on a U.S. bank.
10. Requests will be completed in 48 hours under normal circumstances excluding holidays and weekends.
11. Users will use Loansome Doc to determine the status of and to track the progress of their requests.
12. Users agree to submit no more than **ten requests** per day unless prior arrangements have been made.
13. Copies of requested articles will be sent via e-mail as an attachment in PDF format.
14. Users are responsible for ensuring that their e-mail is able to accept attachments and keep their PDF software up-to-date.
15. Rowland Medical Library cannot provide technical support for using the Loansome Doc ordering system. Users should direct their questions or concerns regarding the use of Loansome Doc or its functionality to the National Library of Medicine.
16. Users understand that requests are subject to copyright restrictions. The copyright law of the United States (Title 17, United States 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 for 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.
17. Rowland Medical Library reserves the right to alter its Loansome Doc agreement at any time. The library will notify users of any alterations in a timely manner.

18. Users may cancel their agreement with Rowland Medical Library at any time by contacting the Head of Access Services. Users will be responsible for all items requested or billed prior to the cancellation of the agreement.

19. Rowland Medical Library will review its list of registered Loansome Doc users on an annual basis. **Registered users who have not made use of Loansome Doc services for 12 months will be deleted.**