



School of Osteopathic Medicine

May 24, 2017

Thank you for your interest in Loansome Doc. Following you will find an information sheet and accompanying Library procedures for obtaining documents through the Rowan University School of Osteopathic Medicine -Health Sciences Library. Please complete the agreement form and return it to my attention. **Upon receipt of your signed agreement and registration fee**, we will forward to you our authorization code to use in online registration at the Loansome Doc website. An invoice will be mailed to you on a monthly basis as charges are incurred, or, you may set up a deposit account with us.

We look forward to receiving your requests via Loansome Doc. Don't hesitate to contact me if you have any questions or comments about the service.

Sincerely,

Janice K. Skica  
Campus Library Director

Enclosures

Health Sciences Library  
Academic Center  
One Medical Center Drive, Suite 126  
PO Box 1011  
Stratford, NJ 08084

856-566-6800  
856-566-6380 fax  
<http://www.lib.rowan.edu/som>



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## ROWAN SOM - Health Sciences Library LOANSOME DOC INFORMATION SHEET

Loansome Doc (<https://docline.gov/loansome/login.cfm>) is a method of ordering documents from within PubMed (<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?DB=pubmed>). When you register for Loansome Doc, the system stores your name, address, telephone number, fax number, preferred method of delivery, and a library identifier for the library that will provide documents. Then, while in PubMed, you can order articles from your list of retrieved citations.

### Registration

Before you register online for Loansome Doc you must have registered with the Health Sciences Library. After we have received your registration document and fee you will be given the library's authorization code which you must enter on Loansome Doc's online registration page.

### Loansome Doc Process

Once the article is ordered through Loansome Doc, the Library will process the request according to your online profile. If the Library can fill the request from its own collection, you should receive the article within one to two business days. If the request is forwarded to another library, it may take a week or more for your article to arrive.

Please see the National Library of Medicine's Loansome Doc Fact Sheet for additional information (<http://www.nlm.gov>)

*For more information contact Michelle Matos at [matosnm@rowan.edu](mailto:matosnm@rowan.edu) or (856) 566-6802.*

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## **POLICIES AND FEE STRUCTURE FOR ARTICLES REQUESTED VIA LOANSOME DOC**

The Health Sciences Library at Stratford will, to the extent possible, provide timely delivery of articles to those who have registered to participate in the Loansome Doc program with the Library.

Requested articles which are available in the Library's collection will be copied and sent to the requestor within 48 hours.

Articles will be e-mailed, faxed or mailed to the requestor, based on a predefined preference.

Rush delivery is not provided except under extreme emergencies. Requestors must contact the Library to discuss a Rush delivery.

Articles not held within the Library's collection will be requested from other Libraries. We cannot guarantee or predict delivery time for those requests which are forwarded to other libraries.

### **Fees for Loansome Doc Services:**

Registration Fee	\$25.00 (US\$)
Articles held at the Health Sciences Library	\$15.00 per article (US\$)
Articles from other libraries (Special services (e.g. Rush delivery) are not available for those documents held in other Libraries)	\$30.00 per article (US\$)
Rush Fees (when applicable)	\$10.00 + the cost of the article (US\$)

**(Please make checks out to ROWAN SOM Health Sciences Library)**

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**AGREEMENT**  
(Please Print or Type)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Billing address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You must read and sign below:

**WARNING CONCERNING COPYRIGHT COMPLIANCE**

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. 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 the Copyright Law.

I understand that the material I request may be subject to copyright restrictions (Title 17, U.S. Code). I hereby authorize the ROWAN SOM-Health Sciences Library at Stratford to process all requests submitted by myself and agree to pay charges incurred for the service.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print \_\_\_\_\_

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