

## Terms of Agreement

### Affiliates

1. Use of Loansome Doc services provided by the 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. Requests are .15 per page for current UMMC affiliates for items in our collection. Additional fees for interlibrary loan may apply. A UMMC departmental charge code or grant number/activity number/account unit number must be provided.
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. Users understand that they will be billed monthly for items that have been supplied.
7. Requests for articles in the Rowland Medical Library's collection will be completed within 48 hours under normal circumstances excluding holidays and weekends. Receipt of Interlibrary loans vary based on the lending institution.
8. Users will use Loansome Doc to determine the status of and to track the progress of their requests.
9. Users agree to submit no more than ten requests per day unless prior arrangements have been made.
10. Copies of requested articles will be sent via e-mail as an attachment in PDF format.
11. Users are responsible for ensuring that their e-mail is able to accept attachments and will keep their PDF software up to date.
12. The Rowland Medical Library can not 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.
13. 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.
14. The 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.
15. Users may cancel their agreement with the 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.
16. The 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 twelve months will be deleted.