

# Augusta University

## Policy Library

### Loansome Doc Policy

**Policy Owner:** Library

#### **POLICY STATEMENT**

Interlibrary Loan (Loansome Doc) is a fee-based service provided by the Robert B. Greenblatt, M.D. Library to assist non-Augusta University-affiliated health professionals and individuals located in the Central Savannah River Area (CSRA) and the State of Georgia in rapidly obtaining documents identified through PubMed searches. This policy defines what is covered by the service, who is eligible to receive the service, and the means and conditions under which documents are delivered.

The Robert B. Greenblatt, M.D. Library serves as the public health sciences library of the State of Georgia. It provides access to a virtual library of online journals, databases, and other resources in addition to its collection of print resources. Procedures must be in place to document the circumstances under which library journal articles may be made available via the Loansome Doc service. Conditions of the service are set by the Library's Interlibrary Loan Policy, The Loansome Doc Contractual Agreement, and by Copyright Law (Title 17, US Code).

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other: Non-Augusta University-affiliated health professionals and individuals located in the Central Savannah River Area (CSRA) and the state of Georgia.

#### **DEFINITIONS**

<b>Interlibrary Loan</b>	The practice of providing requested library materials to eligible borrowers
<b>ILLiad</b>	An Interlibrary Loan management system that is used to facilitate borrowers' requests.
<b>Loansome Doc Service</b>	Service that allows PubMed users to order full-text copies of articles from a medical library.
<b>Loansome Doc Contractual Agreement</b>	Form that must be completed by individuals who wish to register to use the service.

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 493

**Policy Sponsor:** VP for Academic & Faculty Affairs

**Originally Issued:** Not Set

**Last Revision:** 06/22/2017

**Last Review:** 07/06/2017

## PubMed

A comprehensive literature database of life sciences and biomedical information (see Related Documents above for URL)

## PROCESS & PROCEDURES

Loansome Doc requests are initiated by requestors using PubMed:

- Requestor contacts the Greenblatt Library to request Loansome Doc Service.
- Requestor completes and returns the Loansome Doc Contractual Agreement.
- Requestor creates an account within the Interlibrary Loan system at <http://augusta.illiad.oclc.org/illiad/Logon.html>
- Requestor searches and marks citations for requesting/ordering articles.
- Requestor logs into their Loansome Doc account to place the order for articles.

Interlibrary Loan staff receives incoming Loansome Doc Requests.

Interlibrary Loan staff processes articles and posts to requestor's Interlibrary Loan account.

Requestor is notified, via e-mail, of the availability of the requested article.

Requestor logs into their Interlibrary Loan account to retrieve article.

Requestor receives monthly invoice representing articles requested/filled.

## Responsibilities

The responsibilities each party has in connection with ARSA Policy 8.04, Interlibrary Loan (Loansome Doc) Policy, are:

Requestor	Responsible for completing Contractual Agreement, requesting article, and providing payment for a completed request.
Interlibrary Loan Unit	Responsible for processing all incoming Loansome Doc requests.
Lending Library	Responsible for accepting requests and sending requested articles to the Greenblatt Library for processing for the Loansome Doc Customer.

Links:

Loansome Doc Service:

<http://www.augusta.edu/library/greenblatt/services/docdel/loansome.php>

Loansome Doc Fact Sheet: [http://www.nlm.nih.gov/pubs/factsheets/loansome\\_doc.html](http://www.nlm.nih.gov/pubs/factsheets/loansome_doc.html)

Loansome Doc Sign up/Log in: <https://docline.gov/loansome/login.cfm>

Pub Med: <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?DB=pubmed>

Interlibrary Loan system: <http://augusta.illiad.oclc.org/illiad/illiad.dll>

Interlibrary Loan Fees: <http://augusta.illiad.oclc.org/illiad/firsttime.html>

Interlibrary Loan: Important Copyright Information:

<http://augusta.illiad.oclc.org/illiad/firsttime.html>

Interlibrary Loan Code for the United States:

<http://www.ala.org/rusa/resources/guidelines/interlibrary>

U.S. Copyright Office -General Guidelines About Copyright Law: <http://www.copyright.gov/>

University System of Georgia, Regents Copyright Policy: <http://www.usg.edu/copyright/>

## **REFERENCES & SUPPORTING DOCUMENTS**

Loansome Doc Sign up/Log in: <https://docline.gov/loansome/login.cfm>

## **RELATED POLICIES**

Intentionally left blank.

## **APPROVED BY:**

President, Augusta University and CEO, AU Health System      Date: 07/06/2017