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
Interlibrary Loan  The practice of providing requested library materials to eligible borrowers
ILLiad  An Interlibrary Loan management system that is used to facilitate borrowers’ requests.
Loansome Doc Service  Service that allows PubMed users to order full-text copies of articles from a medical library.
Loansome Doc Contractual Agreement  Form that must be completed by individuals who wish to register to use the service.
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 Sign up/Log in: [https://docline.gov/loansome/login.cfm](https://docline.gov/loansome/login.cfm)
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
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