

# The Royal Society of Medicine

## Library Services Price List



### Document Delivery

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Our document delivery service is an easy and convenient way to obtain copies of book chapters and journal articles held in the Library collection.



### Inter Library Loans

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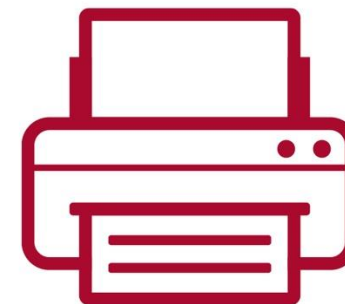
If we do not hold the item you're looking for in our collection, our Library team will source it from the British Library, National Library of Medicine or other UK libraries.



### Literature Searches

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Our skilled literature searcher can carry out in-depth searches on your behalf using a range of dedicated biomedical and healthcare databases.



### Other services

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Additional services available at the RSM library including: Photocopying, Filming and Photography, Library Tours, Library Guest Passes and Corporate/Institutional Library Membership

Tel: 0207 290 2940

Email: [Library@rsm.ac.uk](mailto:Library@rsm.ac.uk)

Website: [www.rsm.ac.uk](http://www.rsm.ac.uk)

# Document Delivery

Items can be dispatched by **email, post or collected in person** at the RSM Library.

	Members*	Non-Members*
Standard (up to 2 working days to dispatch)	£10.00	£20.00

Service hours for document delivery are Monday to Friday, 9:30am to 5:30pm

- Articles of more than 30 pages in length will incur an additional item charge (at whichever level of service requested) - with further increments of 30 pages charged accordingly
- Colour copies are available for an additional £1.00 per page
- Items older than 100 years old or held in our Secure Stacks are more fragile and incur an additional £10 handling charge.
- Image requests are charged at standard rate (plus any applicable permissions fees)
- For rights permissions costs, please enquire by email to [Library@rsm.ac.uk](mailto:Library@rsm.ac.uk). Members of the Society will receive a discounted rate

**\* Copyright cleared/commercial use copies incur additional fees as follows:**

Basic rate (standard/urgent) + Copyright Clearance Fee (variable per title, as set by the Copyright Licensing Agency) + VAT + Admin Fee £10.00

The Library reserves the right to refuse to supply or to charge the commercial request rate plus appropriate copyright fee if we believe that commercial use will take place. The Library also reserves the right to charge higher prices for certain items where necessary to reasonably cover costs.

# Inter Library Loans

Inter Library Loans are available to members only. Our initial source for books and articles through Inter Library Loans is the British Library. If the British Library does not hold the requested item, or has additional copyright/licence restrictions, we will try other sources, typically UK universities or the National Library of Medicine. Customers will be notified of any delays or if there are any problems. Items can be dispatched by **email, post or collected in person** at the RSM Library.

	Members *
<b>Standard</b> (4-10 working days to dispatch)	£17.00
<b>Urgent 24</b> (up to 24 hours to dispatch)	£28.00
<b>Urgent 2</b> (up to 2 hours to dispatch)	£39.00
Articles ordered outside of the British Library which require more search time will incur an additional handling charge	£10.00
Loans (4-10 working days to dispatch) <sup>1</sup>	£22.00
Loan renewals <sup>1</sup>	£6.50
British Library's Get It For Me service (normal delivery timescale cannot be guaranteed and total cost can only be confirmed on delivery due to varying copyright fees)	Starts from £22 **
World Wide Search (timescale cannot be guaranteed)	Price on enquiry

\*Copyright Clearance fees apply for commercial-use requests, and in some cases, for residents overseas. The RSM Library reserves the right to charge higher prices for certain items where necessary to reasonably cover costs.

\*\*Copyright Clearance fees are required for this service.

<sup>1</sup> Loans via Inter Library Loans service:

- Postage fee of £5 min. applies to all items; those weighing more than 2kg or for first class/overseas/courier delivery, charged at cost
- Automatic renewals apply to loans that are not returned by the requested date and are charged accordingly

- Articles from the British Library must be downloaded within **30 days**, you can print **one** copy of the document and you will be able to view the article for three years on any device including tablets and smart phones
- Quoted times in the table relate to when the British Library will despatch; an additional period of time of up to two days may be added to cover the period of time Royal Mail will deliver to the customers' address

# Literature search service

	Members
Quick search	Free
Comprehensive & complex search	£95.00

Non-member prices are available on request by emailing [library@rsm.ac.uk](mailto:library@rsm.ac.uk). Members' requests always receive priority over non-members.

## Quick search

A free service for members to get you started with your research topic. Simple focussed search questions producing key relevant references to articles. The search is typically carried out on Medline and/or Embase depending on the search question. Results are emailed within 1-5 working days dependant on service capacity.

## Comprehensive & complex search

A priced search for members of the medical databases for search questions that have a much wider scope or are complex in nature, requiring a more sensitive search that retrieves many references needing extensive manual scanning for relevancy. This also includes searches to support systematic reviews or development of clinical guidelines where there is a requirement to design in-depth search strategies to gather all references on a given research question within the parameters of specified databases searched, without prior sifting of the results.

The search is typically carried out on Medline, Embase and the Cochrane Library depending on the search question. A search carried out on each additional database search is charged at £30. Results are usually emailed within 10 –15 working days dependant on service capacity.

## Postal charges

Charges for postage of books from the collection or other libraries are passed on with a £5 min. charge. Items weighing more than 2kg or for first class/overseas/courier delivery, are charged at cost.

	Members
Postal loans (books)	£5.00

Please note that when returning items, borrowers are liable for any return postage or losses and should obtain a Certificate of Posting (free of charge from the Post Office) when despatching the item.

## Loans and Retrievals

Books and journal issues can be borrowed from the Library by members, free of charge and can be renewed if they are not required by another reader. Please do return or renew items on time, to avoid incurring an overdue item administration fee of £20 and/or a charge for a lost book.

## Printing, Photocopying and Scanning

The Library's printing, copying and scanning facilities are a chargeable service. An account with PaperCut will be required for use and accounts can be topped-up by credit or debit card.

	Format	Price (per sheet)
A4 B/W	Single-sided	£0.10
	Double-sided	£0.15
A4 Colour	Single-sided	£0.35
	Double-sided	£0.70
A3 B/W	Single-sided	£0.20
	Double-sided	£0.30
A3 Colour	Single-sided	£0.70
	Double-sided	£1.40

## Filming and photography

You are welcome to use compact cameras, tablets and mobile phones to photograph some categories of material free of charge. All photographs are still subject to copyright, privacy and data protection legislation. The photographs must only be used for personal reference purposes, not for commercial purposes. Please ask a member of staff for guidance.

The RSM Library provides an atmospheric setting for filming with and has been used as a location in documentaries and film, broadcast and commercial photography, most recently for the BBC series *Union: The Making of Britain* with David Olusoga.

Please contact [enquiries@1wimpolestreet.co.uk](mailto:enquiries@1wimpolestreet.co.uk) for all filming requests.

## Library Guest Passes

Passes for temporary access to the Library are available for non-members (and guests of members requiring use of the Library **beyond** a short tour or visiting the current exhibition).

Please note two separate forms of ID will be required

- 1 photo ID (passport/driving licence etc)
- 1 item of correspondence to prove current address (bank statement/utility bill etc).

	Price
Day	£20.00
Week	£70.00

## Institutional Library Membership

Institutions (both not-for-profit and for-profit institutions/organisations) are able to join the RSM Library to access physical collections and Member rates for document delivery services.

Please note that our licences for electronic resources such as e-journals and e-books allow 'walk-in' use within the physical library but do NOT permit remote access for corporate or institutional memberships

Please click [here](#) for the current fees and membership benefits.

# Terms & Conditions – Document Delivery & Inter Library Loans Service

In consideration of **The Royal Society of Medicine** agreeing to supply documents (and any related services), you, the Customer, agree to the following terms and conditions:

## DEFINITIONS

By placing a request for the supply of documents, you (the '**Customer**') are entering into an agreement with **The Royal Society of Medicine**, 1 Wimpole St, London W1G 0AE (the '**RSM**'). The document delivery service is provided by the library of the RSM (the '**RSM Library**').

The agreement consists of the [Document Delivery Request Form](#) referencing these Terms and Conditions, and supersedes any previous agreement with respect to the same subject matter.

The **Customer** is a person requesting and placing an order for documents or any related service as an individual or on behalf of any legal or commercial entity.

**Documents** are journal articles or book chapters held in the RSM Library's extensive collections; or books or articles sourced from other libraries. The **Document Delivery Service** (the '**DDS**') refers to the copying or electronic downloading and delivery of those articles or book chapters, posted or emailed to the customer; and to the supply of books or articles obtained through the **Inter Library Loan Service** (the '**ILLS**').

The **Copyright Licensing Agency** (the '**CLA**') sets limits on what we are permitted to copy or download on our customer's behalf, as do our licence agreements for subscription databases.

**Commercial requests** are requests for the supply of documents for commercial purposes including for-profit medical research, private consulting and entrepreneurial activities; or requests from or on behalf of, commercial organisations; or requests which are for *any* use other than research and private study.

These **Terms and Conditions** shall apply in their entirety to all contracts for DDS to the exclusion of all other terms proffered by the Customer. The RSM reserves the right to make changes to these Terms and Conditions at any time and the Customer will be subject to the conditions in force at the time the Customer places a request.

## A. PRICING & FEES

*Terms relating to the pricing of material to be sourced, copied and delivered.*

1. Prices for the supply of documents and timescales for delivery are outlined in the [Library Services Price List](#).
2. Pricing of the DDS and ILLS reflects a number of variables including membership of the RSM, timescale for delivery, article length and the age of the material copied. The RSM Library also reserves the right to charge higher prices for certain items where necessary to reasonably cover our costs.
3. The RSM Library is subject to strict copyright and licence terms in the delivery of its service and consequently reserves the right to refuse supply, charge at a commercial rate or pass on copyright fees where we believe the use is or will be other than described. Some requests for example, may incur additional copyright clearance fees (as set by the CLA) if more than one article from a single journal issue is required, if the article is to be circulated in an organisation, or if the copy is for commercial purposes.
4. You will be advised of the final price to be paid before we proceed with a request, at which point you will become liable for the agreed fee; please inform the RSM Library immediately if you wish to terminate the request. Where we cannot conclude a final price until delivery (e.g. for some overseas inter library loan requests or postal rates), we will obtain your agreement before proceeding with the request.
5. Prices are reviewed annually with any changes effective from 1st October of each year; orders placed prior to 1st October will continue to be supplied at the preceding year's rates, even if delivery takes place after this date. The RSM Library also reserves the right to amend the Document Delivery prices at any time without notice, should errors, omissions or other exceptional circumstances arise.
6. All major credit and debit cards are accepted. Credit/debit card payment details are required before documents are despatched and the Customer must arrange payment at the time of submitting a request. The deadline to complete an order begins from the first full working day that the RSM Library receives payment details.



### C. SERVICE STANDARDS

*Terms relating to the delivery and receipt of documents supplied by the RSM Library.*

14. Documents are sourced, copied and despatched by email, post or collected in person, within the following timescales, dependant on the service requested and price agreed. All timescales are subject to the necessary copyright agreements being completed, any queries regarding the request having been resolved and payment details provided:

**Standard** requests are dispatched the next working day and within 3 working days.

15. Acceptance of all requests are subject to workload and staff availability. In the unlikely event that the service cannot be adequately resourced, the RSM Library reserves the right to decline the standard of service requested.
16. Requests are serviced during 'working days', i.e. standard office hours, Monday to Friday, 9:30am to 5:30pm, excluding all public bank holidays and RSM building closure days (between Christmas and New Year).
17. The RSM Library will always endeavour to meet requested deadlines but reserves the right to extend the deadline in some circumstances (e.g. where we are unable to meet the request due to staff availability, missing stock or e-service downtime) and will charge the appropriate rate for the service supplied. The RSM Library will not be held liable for any loss or damage arising, suffered by the Customer, or by other persons.
18. In the unlikely event of there being a problem with the documents we deliver (e.g. poor copies, illegible text, missing pages or inactive electronic copy), please notify the RSM Library immediately and no later than 14 days after the date the request was placed, and return the copies within 14 days thereafter. Outside of these time periods, and if the copies are not returned, no refund can be given. Where items are repeatedly returned or are lost in the post or there is no legitimate reason for their return, RSM Library reserves right to charge and recover the full rate from you.

19. Where the RSM Library supplies copies electronically (by secure email, MoveIT software or the British Library's Secure Electronic Delivery), the copies will be available for no more than 14 days, may be printed only once and may not be forwarded once downloaded to a desktop. All copies must be deleted once they have been read or printed by the Customer, as stipulated in our [Document Delivery Licence](#) with the CLA:

*"The following item is a work protected by copyright which has been supplied and transmitted by electronic means. The following are NOT permitted, unless you have the permission of the copyright owner or of The Copyright Licensing Agency Ltd and save as may be permitted by statute:*

- a) *printing more than a single paper copy, which itself may not be further copied;*
  - b) *retransmitting the article to anybody else, other than to enable a single paper copy to be printed out by or for the individual who originally requested the item;*
  - c) *electronically storing any copy of the article."*
20. On a quarterly basis or as and when requested, the RSM Library is required to supply the CLA with data including the article citation requested, company name and location, and CLA account code (where supplied).

### D. GENERAL TERMS AND CONDITIONS

21. The RSM will not be held liable for any loss or damage, whether in contract or tort, foreseeable or otherwise, arising out of, or in connection with, the Customer's use of the documents supplied or reliance on the research findings contained therein.
22. The RSM processes personal data in accordance with the General Data Protection Regulation (GDPR). To find out what personal data we collect and how we use it, please read our [Privacy Policy](#).

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# Terms & Conditions – Literature search service

## Terms of Use

In consideration of The Royal Society of Medicine agreeing to provide the literature search service (and any related services), you agree to the following terms of use:

### A. DEFINITIONS

1. By placing a request for a literature search, you (the 'Customer') are entering into an agreement with The Royal Society of Medicine, 1 Wimpole St, London W1G 0AE (the 'RSM'). The literature search service is provided by the library of the RSM (the 'RSM Library').
2. The agreement consists of the Literature Search Request Form or Library Services Price List referencing these Terms and Conditions, and supersedes any previous agreement with respect to the same subject matter.
3. The Customer is a person requesting and placing an order for a literature search or any related service as an individual or on behalf of any legal or commercial entity.
4. A literature search consists of the bibliographic outputs of a mediated search on subscription databases, emailed to the Customer; and any related or subsequent service such as document delivery.
5. These Terms of Use shall apply in their entirety to all contracts for the service to the exclusion of all other terms proffered by the Customer. The RSM reserves the right to make changes to these Terms of Use at any time and the Customer will be subject to the conditions in force at the time the Customer places a request.

### B. LITERATURE SEARCH

Terms relating to the literature search undertaken on your behalf.

6. The RSM Library endeavours to use the most appropriate and authoritative sources of information available but can make no warranty, express or implied, as to the accuracy, availability, reliability, timeliness, completeness or currency of the findings or any information supplied. Results of literature searches are subject to the limitations of the databases and/or websites searched and are also restricted by the parameters of your search request. It is the responsibility of the Customer to determine the accuracy, validity and interpretation of the search results.
7. The literature search presents research findings that are determined by a mediated search on subscription databases and an objective analysis of the available results. The RSM Library gives no warranties that the results of the literature search will not contain material findings that could be disadvantageous to the Customer's research, business or area of work.
8. When conducting searches in more than one database on a single search platform, an automated duplicate checker is used to identify and remove duplicate records between databases. This process is approximately 95% accurate and therefore the Customer may find a small number of duplicate records in their search results. The RSM Library is not responsible for the omission of any references removed from the search results by the automated duplicate checker.
9. The RSM will not be held liable for any loss or damage, whether in contract or tort, foreseeable or otherwise, arising out of, or in connection with, the Customer's use of the literature search report or reliance on the research findings contained therein.

### **C. COPYRIGHT & PERMISSIONS**

Terms relating to your use of the search results arising from the literature search.

10. Under the terms of our licences with database providers, the bibliographic references supplied (including any accompanying abstract) are for educational or research purposes, and for the Customer's use only, and should not be redistributed to third parties.

11. If further distribution of the literature search report to third parties or additional use for commercial purposes is subsequently required, the Customer must seek express written permission and may be subject to additional transactional charges or copyright fees, depending on the use required.

12. The Customer is permitted to display, share and use the literature search report or portions thereof, for educational or research purposes including comment, criticism or analysis, as permitted under the doctrines of "fair use" or "fair dealing" and with the following limitations:

a) If you share or present the literature search report in entirety, you must credit the RSM as the author of the report and retain all copyright notices placed on the material or portions thereof.

b) If you share or present an edited version of the literature search report, (i.e. a subset of data or a selection of the results), you must not name or present the RSM as the author of the edited material.

c) Recipients of digital or print copies of the report, in its entirety or in an edited form, should be advised that the copies are confidential, for internal use only and not for resale or redistribution to third parties.

13. Where evidence collated in response to a literature search carried out by the RSM Library is cited by the Customer, appropriate reference should be made to the primary information sources and not presented as that of the RSM or work that is endorsed by the RSM.

14. The RSM Library, in providing references from a literature search to the Customer, does not imply the transfer of copyright material that is already held in copyright by the database provider, journal publisher and/or the article's author(s). If the Customer wishes to re-publish or re-distribute the original abstracts for commercial or other use (e.g. publish them in an internal publication, online resource or on a database), then permission will need to be sought by the Customer from the copyright owner.

15. The RSM Library retains all rights to the search strategy, its development and execution and the Customer must acknowledge the RSM Library for its contribution, in any subsequent publications (e.g. a book, journal article, clinical guideline, systematic review or online resource) that directly quotes the content of the search strategies. Prior written consent must be obtained from the RSM Library for such use.

16. Express written permission from the RSM Library must also be obtained in advance, for each and every intended use of the RSM logo that arises as a result of quoting from or sharing the results of the literature research.

17. The RSM Library shall not be responsible or liable for any errors or omissions, or for any loss or damage of any kind suffered by the Customer, or by any other persons, arising from the use of the search results supplied, or any action or decision taken, based on the information supplied.

### **D. SERVICE STANDARDS**

Terms relating to the carrying out of the literature search on your behalf.

18. Literature searches are completed and the results despatched within 10 working days. Delivery to a tighter deadline is subject to workload and staff availability and may be agreed following an initial enquiry to the RSM Library.

19. During periods of peak service demand, the deadline for delivery of search results may be extended beyond the standard 10 working days. A revised deadline will be negotiated and agreed with the Customer at the time of the receipt of the request.

20. The RSM Library will always endeavour to meet requested deadlines but reserves the right to extend the deadline and will not be held liable for any loss or damage arising as a result suffered by the Customer, or by other persons.

21. Pricing and service levels are outlined on the RSM website. Please note the RSM Library is subject to strict copyright and licence terms in delivery of its services and consequently reserves the right to refuse supply, charge at a commercial rate or pass on copyright fees where we believe the use is or will be other than described.

22. Credit/debit card payment details are required before work can begin on a literature search and the Customer must arrange payment at the time of submitting a request. The deadline to complete the literature search begins from the first full working day the RSM Library receives payment details.

23. The literature search service has limited capacity and resources and so, to ensure that as many RSM members as possible have access, we reserve the right to limit the number of requests from Customers. This might occur where for example, use is believed to be excessive, or for business purposes, and where searches are outside the scope of our academic licences.

### **E. GENERAL TERMS AND CONDITIONS**

24. The RSM processes personal data in accordance with the General Data Protection Regulation (GDPR). To find out what personal data we collect and how we use it, please read our Privacy Policy.