



Information

Hours of opening:

Monday to Thursday
Friday
Saturday

9am to 7pm
9am to 5:30pm
10am to 4:30pm

Contact Details:

Enquiry desk
Fax
E-mail

020 7290 2940 / 2941
020 7290 2939
library@rsm.ac.uk
docdeliv@rsm.ac.uk
ill@rsm.ac.uk
litsearch@rsm.ac.uk

Website

www.rsm.ac.uk/library



RSM

Corporate Library Membership



The RSM Corporate Library Membership



A company Membership, which allows any member of your staff: access to the library collection, the loan of books and journals and self service copying...

Library collection

The RSM library collection covers postgraduate clinical and research material in all the main specialties of medicine, including:

- 2,100 current journal titles and 11,000 journal titles in all dating from the 17th Century in some cases.
- Books covering all the main specialties of medicine, and also medical history, biography, health management and health statistics.
- Older material includes books, journals, tracts, manuscripts, lectures, case notes and correspondence.

For more information or to search the on-line catalogue, please see our website:

www.rsm.ac.uk/library

Requesting items or books

The RSM Library provides a range of copy and loan services, including items from other libraries and postal loans to anywhere in the EU.

Loans

- Library members are entitled to borrow up to 8 items at any one time.
- Books may be borrowed for 4 weeks and journals for 2.
- Postal loans are provided free of charge for packages weighing under 2kg but users are liable for return postage.

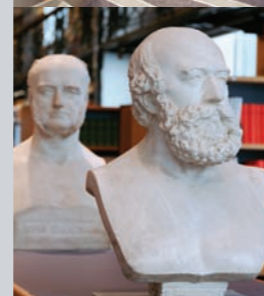
Renewals

Up to 3 renewals may be made unless the item is required by another reader.

Overdue items

If for any reason you are unable to return a loan item on time, please contact us before the due date.

We send up to three 'reminder notices' once an item is overdue. The third and final reminder is accompanied by an invoice to cover the cost of replacing the item, plus administration.



Items held at the RSM Library

We have **three** levels of service, please see our website for the latest fees associated with this service.

Two-hour service

Items dispatched within two hours, providing the request is received no later than 3.15pm Monday - Friday.

Premium service

Items dispatched same day, providing the request is received before 1.00pm Monday - Friday.

Standard service

Items dispatched within a maximum of three working days, providing the request is received before 1pm Monday - Friday.

Available by:

- Collection
- Email
- Fax
- Post

Deadlines for large lists by negotiation.

Copyright legislation

Please note, commercial organisations will need to sign a copyright declaration form and will be charged a Copyright cleared fee.

Inter Library Loans

Please note the different conditions of this service. See our website www.rsm.ac.uk/library for the latest fees.

Standard request

Approximately five working days (this time cannot be guaranteed)

Urgent action service

Items can be dispatched directly to you in either 2 or 24 hours if requested by 3.15pm.

Available by:

- Collection
- Electronic Delivery
- Fax
- Post

Please note: Before requesting an inter library loan to be provided electronically, please check that you can read and print the British Library's electronic test document at: www.bl.uk/sed, documents can only be opened once and are only available to view for up to ten days from receipt.

Literature searches

We can access and search a wide range of biomedical and scientific databases and information resources on your behalf. Our highly trained, professional searchers are very experienced at getting the best possible results from online databases.

They can discuss:

- Constructing an effective search strategy.
- Using the most appropriate databases for your particular search.
- Creating two types of literature search: premium (5 working days) or standard (10 working days).
- Creating EMUs (Electronic Monthly Updates) to support your current awareness needs.



- When contacting the Library, members of your company should quote their Membership number.
- Charges for services will be invoiced on a monthly basis.
- To visit the Library please have either your organisation's identification card or a letter of introduction from your place of work.