

Full details of services and the Library Catalogue are available at:

<http://www.rsm.ac.uk/library>

The Royal Society of Medicine

## LIBRARY SERVICES PRICE LIST



PERSONAL CUSTOMERS PLEASE INCLUDE PAYMENT DETAILS AND A COPYRIGHT DECLARATION FORM WITH REQUESTS FOR SERVICES

<http://www.rsm.ac.uk/librar/pdf/crdeclaration.pdf>

### DOCUMENT DELIVERY SERVICES

E-mail: [docdeliv@rsm.ac.uk](mailto:docdeliv@rsm.ac.uk) Telephone: 020 7290 2940 / 2941 Fax: 020 7290 2939  
Monday to Friday 9.30am to 5.30pm

#### Services to Fellows and Members

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

Document Delivery	Fellows / Members (Europe)	Fellows / Members (ROW)	
3 days	£3	£3 (fax)	£4 (post)
24 hours	£5	£5 (fax)	£6 (post)
2 hours	£12.50	£13.50	
<b>Copyright Cleared Fee Service</b>			
Copyright Licensing Agency charges vary per title - please ask staff for copyright costs + £3.00 admin fee			

#### Copyright Cleared Fee service

You will need a 'copyright cleared' copy if:

- The article is to be used directly or indirectly for a commercial purpose
- You wish to receive the article via email
- You are requesting more than one article from a journal issue
- The article will be circulated within your organisation
- You require more than one copy of an article
- You are unable to sign the copyright declaration to the effect that the copy is for your own private study.

Please note:

- Staff will contact the customers to discuss turnaround times for requests of more than 10 articles.
- The cost of making a copy from 100+ year old material may also incur an additional permissions fee if the copy is for commercial use.
- Articles of more than 50 pages in length will incur additional charges.
- Documents will be despatched the same day if the request is received before 1.00pm (24 hour service only).
- Colour copying is available. Please ask staff for details.

#### Services to corporate members

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

Document Delivery	Corporate Members (not for profit)	Corporate (for profit)
3 days	£3	£3 + variable Copyright Licensing Agency fee
24 hours	£5	£5 + variable Copyright Licensing Agency fee
2 hours	£12.50	£12.50 + variable Copyright Licensing Agency fee

*All prices are inclusive of VAT @ 20% where applicable*

## Services to temporary-members

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

Document Delivery	Temporary Members (individuals)
3 days	£16
24 hours	£21
2 hours	£36

Please note:

- Staff will contact the customers to discuss turnaround times for requests of more than 10 articles.
- The cost of making a copy from 100+ year old material may also incur an additional permissions fee if the copy is for commercial use.
- Items can be dispatched by email – a Copyright cleared fee is required.
- Articles of more than 50 pages in length will incur additional charges.
- Documents will be despatched the same day if the request is received before 1.00pm (24 hour service only)

## Inter-Library Loan Services

Our initial source for Inter-Library Loans is the British Library. If the British Library does not hold the requested item we will try other sources, typically UK universities or the National Library of Medicine. These may take slightly longer (depending on the source). Customers will be notified of any delays or if there are any problems.

British Library	Fellows/Members UK & IRE	Fellows/Members Non-UK	Corporate Members
<b>Standard Service (4-10 working days)</b>			
Electronic Delivery	£10.99	£10.99*	£15.00*
Post / Collect	£13.00	£15.00	£16.00*
Fax	£15.00	£15.00*	£16.00*
Loans	£15.00	-	£15.00
Loan Renewals	£5.00	-	£5.00
Requests from international sources – prices on application			
<b>Urgent action service</b>			
Electronic Delivery (24 hours)	£22.00	£22.00*	£25.00*
Post / Collect (24 hours)	£22.00	£25.00*	£25.00*
Fax (24 hours)	£25.00	£25.00*	£26.00*
Loan (24 hours)	£24.00	-	£24.00
Electronic Delivery (2 hours)	£32.00*	£32.00*	£40.00*
Fax (2 hours)	£35.00	£35.00*	£40.00*
Loan (2 hours) (Request needs to be placed before 1.00pm)	£35.00	-	£35.00
<b>Copyright Cleared Fee Service</b>	Copyright charges vary per title. Please ask staff for copyright costs + £3.00 admin fee.		

\* A Copyright cleared fee may be required.

Please note:

- Copyright charges may also apply, and are in addition to the service charges. Please ask staff for further details.
- Books that are not returned by the requested date will be subject to an automatic renewal and the customer will be charged accordingly.
- **Emails from the British Library must be downloaded within 25 days, if you do not open the document within the 25 days all rights to view and print will expire and the link will not work.**
- Quoted times in the table relate to when the British Library will despatch, an additional period of time up to two days needs to be added to cover the period of time Royal Mail will deliver to the customers doorstep.

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# LITERATURE SEARCH SERVICES

E-mail: [litsearch@rsm.ac.uk](mailto:litsearch@rsm.ac.uk) Telephone: 020 7290 2941 Fax: 020 7290 2939

**Available databases for single, combined searches and Electronic Monthly Updates (EMUs) include:**  
Medline, Embase, Allied & Complementary Medicine (AMED), CAB Global Health, DH-Data.

**Examples of other databases available - prices are charged at cost. Please enquire for further details**<sup>6</sup>  
BIOSIS Previews (Biomedical/Life Sciences), British Nursing Index, PsycINFO (Psychology), SciSearch (Science & Technology), Toxfile (Toxicology), Registry of Toxic Effects of Chemical Substances (RTECS)

<b>Single Database Search – inclusive of first 40 references</b> <sup>1 4</sup>	<b>Fellows/Members</b>	<b>Temporary Members</b>
Basic Search Fee (maximum 10 working days)	£35.00	£87.50
Premium Search Fee (guaranteed 5 working days)	£45.00	£112.50
Extra References (per reference)	£0.35	£0.85

<b>Combined Search of two databases – inclusive of first 40 references</b> <sup>1 2 3 4</sup>	<b>Fellows/Members</b>	<b>Temporary Members</b>
Basic Search Fee (maximum 10 working days)	£45.00	£112.50
Premium Search Fee (guaranteed 5 working days)	£60.00	£147.50
Extra References (per reference)	£0.35	£0.85

<b>Electronic Monthly Updates (EMUs)</b> <sup>5</sup>	<b>Fellows/Members</b>	<b>Temporary Members</b>
Single Database One Off Set-Up Fee – inclusive of first 40 references	£35.00	£87.50
Combined Database One Off Set-Up Fee – inclusive of first 40 references	£45.00	£112.50
Storage Charge (per month)	£2.50	£6.25
Extra References (per reference)	£0.35	£0.85

1. Acceptance of premium rate searches subject to workload and staff availability.
2. Combined database searches will have duplicate references removed.
3. Extra databases will be charged at £10.00 per database for Fellows/Members and £25.00 per database for Temporary Members.
4. RSM student members are entitled to a 25% discount on the basic search fee for database searches.
5. The set up fee and storage charge must be paid upfront by Temporary Members and is non-refundable.
6. Minimum charge for this service of £35.00 for Fellows/Members and £87.50 for Temporary Members.

<b>Manual and Internet Searches</b>	<b>Fellows/Members</b>	<b>Temporary Members</b>
Per Half Day (4 hours)	£35.00	£87.50
Each Additional Hour	£15.00	£37.50

<b>Reference Checking Service</b>	<b>Fellows/Members</b>	<b>Temporary Members</b>
Up to 25 References	£20.00	£50.00
Extra References (per reference)	£0.50	£1.25

<b>Sending Search Results</b>	<b>Fellows/Members</b>	<b>Temporary Members</b>
E-mail	Free	Free
Per 15 Pages by Fax	£3.00	£3.00
Results Over 50 Pages by Post	£3.00	£3.00

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## PHOTOGRAPHIC SERVICES

Additional costs to those given below may be applicable as a permissions or copyright fee for images reproduced for commercial use, or to cover extended studio time.

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Slides Service Time – 1 week	Fellows/Members	Temporary Members
35mm Slide – copy of flat original	£25.00	£32.00
35mm Slide – duplicate of another slide	£25.00	£32.00

Black and White Prints Service Time – 1 week (includes the cost of a negative)	Fellows/Members	Temporary Members
5" x 7" B/W Print	£25.00	£32.00
6" x 8" B/W Print	£25.00	£34.00
10" x 8" B/W Print	£25.00	£36.00

Colour Prints Service Time – 2 weeks (includes the cost of a negative)	Fellows/Members	Temporary Members
5" x 7" Colour Print	£29.00	£40.00
6" x 8" Colour Print	£30.00	£42.00
10" x 8" Colour Print	£32.00	£45.00

### Self Service Photocopying/Printing

B&W copying/printing	Free to individual Members. Corporate Library Members need to contact the Customer Services Manager
Copyright Licensing Agency Stickers	£9.00

### Item Retrievals

Service Requested	Fellows/Members	Temporary Members
Free Retrieval Allowance (within 3 working days)	Up to 10 items per calendar month £0.50 per item thereafter	£0.50 per item
Premium Service (same day)	£0.50 per item	£1.00 per item

Please also enquire about USB Memory Sticks on sale in the Library, £7.50 for 2GB and £9 for 4GB.

January 2012.

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