

Full details of services and the Library Catalogue are available at:
<https://www.rsm.ac.uk/library>

The Royal Society of Medicine

LIBRARY SERVICES PRICE LIST



PERSONAL CUSTOMERS PLEASE USE OUR COPYRIGHT DECLARATION OR EMAIL
docdeliv@rsm.ac.uk

[Download the Library Copyright Declaration Form](#)

DOCUMENT DELIVERY SERVICES

E-mail: 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 **email, fax, and post or collected in person** at the RSM Library.

Document Delivery	Fellows / Members (Europe)	Fellows / Members (ROW)	
3 days	£3.50	£3.50 (fax)	£4.50 (post)
24 hours	£5.50	£5.50 (fax)	£6.50 (post)
2 hours	£13.00	£14.00	
Copyright Cleared Fee Service			
Copyright Licensing Agency charges vary per title - please ask staff for copyright costs + £3.50 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 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	£3.50	£3.50 + variable Copyright Licensing Agency fee
24 hours	£5.50	£5.50 + variable Copyright Licensing Agency fee
2 hours	£13.00	£13.00 + 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	£16.50
24 hours	£21.50
2 hours	£36.50

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)

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
Standard Service (4-10 working days)			
Electronic Delivery	£11.50	£11.50*	£15.50*
Post / Collect	£13.50	£15.50	£16.50*
Loans	£16.50	-	£18.00
Loan Renewals	£5.50	-	£6.00
Requests from international sources – prices on application			
Urgent action service			
Electronic Delivery (24 hours)	£22.50	£22.50*	£25.50*
Post / Collect (24 hours)	£22.50	£25.50*	£25.50*
Loan (24 hours)	£26.50	-	£26.50
Electronic Delivery (2 hours)	£32.50*	£32.50*	£40.50*
Post/Collect Delivery (2 hours)	£32.50*	£32.50*	£40.50*
Copyright Cleared Fee Service	Copyright charges vary per title. Please ask staff for copyright costs + £3.50 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.

All prices are inclusive of VAT @ 20% where applicable

LITERATURE SEARCH SERVICES

E-mail: litsearch@rsm.ac.uk Telephone: 020 7290 2941 Fax: 020 7290 2939

Available databases for single database searches, combined database searches and Electronic Monthly Updates (EMUs) are:

Medline, Embase, Allied & Complementary Medicine (AMED), DH-Data

Examples of other databases available – prices are charged at cost; please enquire for further details:⁵

BIOSIS Previews (Biomedical/Life Sciences), British Nursing Index, PsycINFO (Psychology), ToxFile (Toxicology), Registry of Toxic Effects of Chemical Substances (RTECS), King's Fund Database

LEVEL 1: Search strategy only

Available to RSM Members only (except Library Corporates). Search strategy only supplied with instructions on how to rerun it in the databases for members to view and download the full references themselves. Option to provide free results listing (a bibliography without abstracts of all references found) is available on request.

Single Database Search ¹	Fellow/Individual Member
Standard search fee (maximum 10 working days)	£35.00
Premium search fee (guaranteed 5 working days)	£45.00

Combined Search of Two Databases ^{1 2 3}	Fellow/Individual Member
Standard search fee (maximum 10 working days)	£45.00
Premium search fee (guaranteed 5 working days)	£60.00

LEVEL 2: Search strategy + references

Available to RSM Members (including Library Corporates) and Temporary Members. Search strategy supplied together with relevant references up to abstract level (where available) as a bibliography. The first 40 relevant references are included in the search fee and charges are made for any additional references thereafter. Option to provide results listing beforehand is available on request, particularly for Library Corporate Members and Temporary Members who wish to choose references first subsequent to supplying them to abstract level. Additional charges apply for providing results listings to Temporary Members.

Single Database Search – Inclusive of first 40 relevant references ¹	Fellow/Member	Temporary Member
Standard search fee (maximum 10 working days)	£45.00	£112.50
Premium search fee (guaranteed 5 working days)	£55.00	£137.50
Extra references up to abstract level (per reference)	£0.35	£0.85

Combined Search of Two Databases – Inclusive of first 40 relevant references ^{1 2 3}	Fellow/Member	Temporary Member
Standard search fee (maximum 10 working days)	£55.00	£137.50
Premium search fee (guaranteed 5 working days)	£70.00	£172.50
Extra references up to abstract level (per reference)	£0.35	£0.85

ELECTRONIC MONTHLY UPDATES:

Electronic Monthly Updates (EMUs) ^{2 4}	Fellow/Member	Temporary Member
Single database one-off set-up fee	£35.00	£87.50
Combined database one-off set-up fee ³	£45.00	£112.50
Storage and running charge (per month for each database)	£3.00	£7.50
Extra references up to abstract level (per reference)	£0.35	£0.85

1. Acceptance of Premium rate searches subject to workload and staff availability. These searches may be completed in less than 5 working days in agreement with staff first.
2. Combined database searches will have duplicate references removed, where possible.
3. Extra databases will be charged at £10.00 per database for Fellows/Members and £25.00 per database for Temporary Members.
4. The set-up fee and storage charge must be paid upfront by Temporary Members and is non-refundable.
5. There is a minimum charge for At-Cost databases of £35.00 for Fellows/Members and £87.50 for Temporary Members.

All prices are inclusive of VAT @ 20% where applicable

Manual and Internet Searches (including Cochrane Library)	Fellow/Member	Temporary Member
Per half day (4 hours)	£35.00	£87.50
Each additional hour	£15.00	£37.50

Reference Checking Service	Fellow/Member	Temporary Member
Up to 25 references	£20.00	£50.00
Extra references (per reference)	£0.50	£1.25

Sending Search Results	
E-mail	Free
Results over 50 pages by post	£3.00

Self Service Photocopying/Printing

B&W copying/printing	Free to individual Members. Corporate Library Members need to contact the Head of Library

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, £9 for 4GB.

October 2018

All prices are inclusive of VAT @ 20% where applicable