

**HAM-TMC LIBRARY – PHOTOCOPY/INTERLIBRARY LOAN DEPARTMENT**

713-799-7179 / 713-790-7056 (Fax) / [tmcarriel@library.tmc.edu](mailto:tmcarriel@library.tmc.edu)

**LOANSOME DOC REGISTRATION FORM**

Please provide your **contact** information:

Name: \_\_\_\_\_ Delivery Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone/Pager: \_\_\_\_\_

Fax: \_\_\_\_\_

Library Card Number: \_\_\_\_\_ LD Account Number \_\_\_\_\_

*\*If you do not have a library card, please write "NC"\** **(For Office Use Only)**

**WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, U.S.C.) governs the making of photocopies or any other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. **The HAM-TMC Library reserves the right to refuse acceptance of a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.**

The signer of this contract assumes responsibility for any copyright infringement arising from Loansome Doc photocopy requests and will hold blameless the HAM-TMC Library and its officers, agents and employees, from any and all claims, liability, loss or damage arising from such requests.

The signature of the individual must appear below to indicate agreement and awareness of copyright restrictions.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Fee Schedule (Effective September 7, 2004)

<b>Cardholder Fees</b>	<b>Non-Cardholder Fees</b>
\$9.00 Photocopy Service (Within the Library)	\$12.00 Photocopy Service (Within the Library)
\$12.00 ILL Referral Service	\$20.00 ILL Referral Service (Copies only)
\$10.00 RUSH (24 hrs) (Additional Fee)	\$10.00 RUSH (24 hrs) (Additional Fee)
\$15.00 SAME-DAY RUSH (Additional Fee)	\$15.00 SAME-DAY RUSH (Additional Fee)

ALL LOANSOME DOC USERS WILL BE INVOICED ON A MONTHLY BASIS.

Other Information

- **Terms of Agreement:** Either party, with or without cause, may terminate this agreement by providing at least thirty-(30) days' advance written notice to the other party. **All requests must be ordered electronically using PubMed or the NLM Gateway.**
- **Liability:** Loansome Doc user agrees to indemnify and hold harmless HAM-TMC Library from any and all claims, damages, judgments, liability, costs or expenses arising out of, or incurred in connection with any services performed under this agreement.
- **Changes in Service Agreement/Fees:** Rates, terms and conditions are subject to change by the HAM-TMC Library, provided that at least thirty- (30) days' notice is given prior to the effective date of the change. Please consult the fee schedule above and on our website (<http://www.library.tmc.edu/ILL/>)
- **Questions/Further Assistance:** Please contact Lisa Hemphill (713.799.7159 or .7179) if you have further questions about the Loansome Doc service.

**REGISTRATION PROCESS**

1. FAX this completed form to: 713.790.7056.
2. You will be assigned a LOANSOME DOC number and directed to NLM's website.
3. Complete your registration profile: ([http://www.nlm.nih.gov/loansomedoc/loansome\\_home.html](http://www.nlm.nih.gov/loansomedoc/loansome_home.html) )
4. Begin ordering using PubMed or the NLM Gateway!