

Division:	Fellowship Engagement	Ref. No.	POL-3029
Department:	Library and Information		
Title:	Journal Article Requests		

1. PURPOSE AND SCOPE

This policy details the ways in which Fellows, Trainees and Staff can order journal articles from the Library.

2. KEYWORDS

Journal articles, Reprints, Copyright

3. BODY OF POLICY

On request and within the boundaries of Copyright Law, the Library provides copies of journal articles to Fellows, Trainees and Staff of the College. When articles are not available from within the Library collection, they are ordered from outside sources either through inter-library loan networks or from commercial document suppliers.

3.1. Requests

All requests should be submitted on the approved journal article request form to ensure compliance with copyright law. The request form is available to Fellows and Trainees on the Library web page or copies can be requested from library staff.

Alternative request forms, which also ensure copyright compliance may be available from within database products such as Medline, Embase and ProQuest.

Fellows and Trainees can request up to 10 journal articles at a time. Additional requests can be made but there may be a 5-7 days delay in providing these. In this situation, Library staff will liaise with the requesting person to determine their priorities for delivery.

If the article is required urgently, this should be advised on the form.

3.2. Copyright

Each article can be supplied to each individual only once. To comply with copyright law, only one article can be requested from each issue of a journal, unless the request is for more than one article for the same research or course of study.

3.3. Delivery

Articles will be supplied in electronic format wherever possible. Library staff will supply articles as soon as practicable but the exact turnaround time will depend on availability of the article. Staff should be notified if the article is required by the following day.

Obtaining foreign language, urgent or difficult to source articles may involve payment of a fee to a supplier. Fellows, IMGs and Trainees are not charged to cover such fees.

In the case of a fee exceeding \$50, the requester will be notified of this and asked if they wish library staff to proceed with ordering the article. If not, the order will not proceed.

In some instances, articles cannot be obtained from any source.

4. ASSOCIATED DOCUMENTS

Journal Article Request Form
Journal Article Delivery Procedure

Approver Professional Development and Standards
Authoriser Council

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