

Guidelines for Requesting Articles on SALIS-L

Dear SALIS Member,

We are updating the guidelines that SALIS members should follow when requesting the full text of an article in electronic or hardcopy format. Please follow these guidelines when making a request on the SALIS list, so that SALIS may avoid both legal and ethical conflicts that can arise between suppliers of documents and publishers.

When requesting an article, SALIS-L should be used only as a last resort. Please use your local resources before turning to SALIS-L so that when you do request an article it is for titles you cannot locate through your regular interlibrary loan (ILL) channels. At the end of this email we provide some links to document providers.

Most requests for articles these days are for ones that are in electronic format. However, due to licensing agreements between individual libraries and publishers or to comply with copyright laws, you may be faxed or mailed a hardcopy version. Members should be aware of copyright laws applicable to his or her country.

When making a request it is more acceptable to ask where you can locate a copy of an article, rather than request a copy of the article. When fulfilling a request, the person responding should reply to the list indicating that the requestor's query has been answered. **Publications that are copyrighted should not be distributed over the SALIS list-serv.**

When the person making the request and the person responding to that request are communicating off list, their exchange is NOT a matter for SALIS.

Note that an administrative fee could be requested by the SALIS member responding to your request. The borrowing SALIS member is responsible for keeping track of royalty payments using the CONTU guidelines.

The SALIS-L Guidelines and FAQs are being updated to clarify this guideline.
http://www.salis.org/about/listserv_guidelines.html

For information about the CONTU guidelines, see:

<http://www.cni.org/docs/infopols/CONTU.html>

For an overview of copyright guidelines and best practices, see:

<http://www.copyright.com/media/pdfs/ILL-Brochure.pdf>

Finding Full-Text Articles:

http://www.nlm.nih.gov/services/getting_fulltext_articles.html

Document Delivery Suppliers:

<http://library.med.utah.edu/docsupp/>

Thank you.

Julie Murphy
SALIS Chair

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