

## Special Collections

- The Rare Books Collection comprises over 3,000 volumes, illustrating the development of geology, especially in 19th century Europe. These books are not available for loan.
- The Society's Archive contains material relating to the Society's history and other manuscripts. It includes several significant collections of geologists' papers e.g. the Murchison Bequest.

### Current awareness

The Library issues a bi-monthly list of *Recent additions to the Library* – contact the Library to be added to the mailing list.

### Other leaflets available:

Library services – information for Fellows

Using the Library – a visitor's guide

Literature search databases in geoscience

Offsite e-journal access [for Fellows only]

Library regulations

Library charges

Sponsor a book

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For further information visit the Library & Information Services pages on the Society's website



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Society Website: [www.geolsoc.org.uk](http://www.geolsoc.org.uk)

The Geological Society is a registered charity No 210161



The  
Geological  
Society

*serving science and profession*

## Library services – information for Corporate Affiliates

June 2010

## Who can use the Library?

Employees of the affiliated company may visit the Library free of charge. They will be asked to show evidence of their employment with the company (e.g. business card, ID card) when signing in at the Society's Reception Desk and will be issued with a Corporate Member/Sponsor badge which must be worn during their visit to the Society.

## What services are available?

### Library Catalogue

- The Library's catalogue is available online.
- Contact the Library if you are unable to find an item in the catalogue. We may be able to purchase it for you, or borrow it from another library.

### Loans Service -

- Up to 12 books/journals and 12 maps may be borrowed by a nominated person in the company (usually the librarian / information

officer).

- The loan period is four weeks after which an item may be renewed once if not required by another reader.

- **Library material must NOT be taken abroad.**

## Photocopying Service

- A photocopier is available for use by those visiting the Library .



- Photocopies can be made to send to employees of Corporate Affiliate companies (charges apply).
- Photocopying requests for private study/non-

commercial research must be submitted on a "Requisition for photocopy" form to comply with copyright regulations.

- Requests for copies for commercial research can be submitted without a form, but will incur a copyright fee.

## Copyright

- Library users should be aware of Copyright regulations. A notice outlining the current legal position is displayed in the Library. In general terms the following apply:

Journals: ONLY 1 article may be copied from a single issue.

Books: ONLY 5% of a book may be copied.

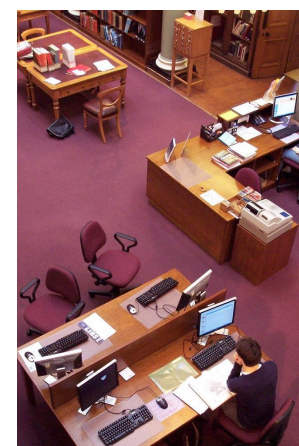
Maps: ONLY AN A4 EXTRACT may be copied from a map for personal research. **N.B.** Library staff are not permitted to make copies of maps.

## Electronic journals

- Corporate Affiliates can subscribe to the Society's own journals via the Lyell Collection.
- A list of e-journals (many being 'open-access') is maintained on the website.

## Literature Searches

- The Library subscribes to several databases including GeoRef and Petroleum Abstracts, which can be used by Corporate Affiliate employees visiting the Library.



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- Staff can undertake searches on behalf of Corporate Affiliate employees and results e-mailed or posted (charges apply) .

- Use of these databases is a cost-effective and time-saving way to discover items which have been published on your chosen topic.

## Library Accounts

- Regular users of the Library's paid services are encouraged to deposit a sum of money in a Library Account from which deductions can be made for each invoiced transaction. This avoids company accounts departments having to deal with invoices involving small sums of money.