

Fee-Based Document Delivery Service for Non-UCLA Users

<http://www2.library.ucla.edu/service/362.cfm>

Some UCLA libraries provide photocopies for a fee from most books, journals, and other materials such as microforms to non-UCLA users. A request form, which includes a statement of copyright compliance and authorization to bill, must be used to submit all requests for this service. Individuals' credit cards will be billed; completed forms must be submitted by fax or U.S. mail only due to signature requirements.

Book loans are NOT available through this service. UCLA Library cardholders can borrow books in person. Those without UCLA Library cards should contact their local public or college library to request interlibrary loans of UCLA books; the UCLA Library offers interlibrary loans only through other libraries and institutions. Fees and services may vary from library to library.

Participating Libraries and Fee Information

Health, Life Sciences, and Psychology

Louise M. Darling Biomedical Library
Access Delivery Services
12-077 Center for Health Sciences
Box 951798
Los Angeles, CA 90095-1798
Phone 310.825.4055
Fax 310.206.8675
Email: biomed-access@library.ucla.edu

Basic Fee

\$11 per filled article, plus sales tax if applicable (3-5 days processing time, plus delivery time via U.S. mail)

Special Services

Rush Fee: \$5 in addition to all other charges; ready for delivery or pick-up within one working day for requests received Monday through Friday between 8 a.m. to 5 p.m.

Special Handling: \$5 for preparing for commercial express delivery services; client must supply UPS, Federal Express, or other shipper account number

Fax Transmission: \$10 per article up to thirty pages in addition to all other charges; additional charge of \$.75 per page in excess of thirty pages.

Web Delivery: No additional charge

Law

Hugh and Hazel Darling Law Library
Access Services
1106 Law Building
Box 951458
Los Angeles, CA 90095-1458
Phone 310.825.9317
Email: express@law.ucla.edu

Basic Fee

\$7.50 per filled article, plus per-page charges; sales tax will be applied as applicable (24-hour turnaround time Monday through Friday)

Rush Fee

\$15 per filled article, plus per-page charges; sales tax will be applied as applicable (two-hour turnaround time; requests must be received Monday through Friday between 9 a.m. and 6 p.m.)

Per-Page Charges

\$.25 per page for photocopies, \$.75 per page for paper from microform, \$.75 per page for fax

Additional services are available to registered users. Visit <http://express.lawlib.ucla.edu>

Delivery Charges

Web Delivery: Same price as photocopies; no additional handling charge

U.S. Mail: \$1 per item; cannot guarantee delivery date

Express Mail: Charged to recipient's account

Hold at Law Library: No additional charge



Management

Eugene and Maxine Rosenfeld
Management Library Access Services
Department
110 Westwood Plaza
Box 951460
Los Angeles, CA 90095-1460
Phone 310.825.3138
Fax 310.825.7988
Email: management-ill-dds@
library.ucla.edu

Basic Fee

\$15 per filled article, plus per-page charges and sales tax if applicable (3-5 days processing time, plus delivery time via U.S. mail)

Per-Page Charges

\$.50 per page for paper from microform, \$.75 per page for fax, no additional charge for Web delivery

Special Services

Rush Charge: \$15 in addition to all other charges; ready for delivery or pick-up within one working day for requests received Monday through Friday between 8 a.m. to 5 p.m.

Special Handling: \$5 for preparing for commercial express delivery services; clients must supply UPS, Federal Express, or other shipper account number

Fine Arts, Humanities, Music, and Social Sciences

Charles E. Young Research Library
Access Services Department
11630 Charles E. Young Research Library
Box 951575
Los Angeles, CA 90095-1575
Phone 310.825.1263
Fax 310.825.7988
Email: yrl-ill-l@library.ucla.edu

Basic Fee

\$15 per filled article and per-page charges, plus sales tax if applicable (3-5 days processing time, plus delivery time via U.S. mail)

Per-Page Charges

\$.50 per page for paper from microform, \$.75 per page for fax, no additional charge for Web delivery

Special Services

Rush Charge: \$15 in addition to all other charges; ready for delivery or pick-up within one working day for requests received Monday through Friday between 8 a.m. to 5 p.m.

Special Handling: \$5 for preparing for commercial express delivery services; clients must supply UPS, Federal Express, or other shipper account number

Southern Regional Library Facility

305 De Neve Drive
Box 951388
Los Angeles, CA 90095-1388
Phone 310.206.2010
Email: srlf-request@library.ucla.edu

Basic Fee

\$15 per filled article and per-page charges, plus sales tax if applicable (3-5 days processing time, plus delivery time via U.S. mail)

Per-Page Charges

\$.25 per page for articles over thirty pages

Special Services

Rush Charge: \$15 in addition to all other charges; ready for delivery or pick-up within one working day for requests received Monday through Friday between 8 a.m. to 5 p.m.

Special Handling: \$5 for preparing for commercial express delivery services; clients must supply UPS, Federal Express, or other shipper account number

Special Collections Materials

UCLA Library special collections materials can be copied only if the condition of the item permits. Requests for copies of these materials must be submitted directly to the special collections unit; a separate fee schedule applies.

Copy Request for Non-UCLA Users

Louise M. Darling

Biomedical Library

Access Delivery Services
12-077 Center for Health Sciences
Box 951798
Los Angeles, CA 90095-1798
Voice 310.825.4055
Fax 310.206.8675

Hugh and Hazel Darling

Law Library

UCLAW Express
1106 Law Building
Box 951458
Los Angeles, CA 90095-1458
Voice 310.825.9317
Email: express@law.ucla.edu

Eugene and Maxine Rosenfeld
Management Library

Access Services Department
110 Westwood Plaza
Box 951460
Los Angeles, CA 90095-1460
Voice 310.825.3138
Fax 310.825.7988

Charles E. Young

Research Library

Access Services Department
11630 YRL
Box 951575
Los Angeles, CA 90095-1575
Voice 310.825.1263
Fax 310.825.7988

Southern Regional

Library Facility

Public Services/Document Delivery
305 De Neve Drive
Box 951388
Los Angeles, CA 90095-1388
Voice 310.206.2013

Please Complete One Form For Each Request

In order to process your request, the following information must be provided. To prevent delays, this form must be completed in full for each item requested. Please print or type.

Individual Name _____

Company or Institution Name *(as applicable)* _____

Telephone Number _____ Fax Number _____

Address _____

City _____ State _____ Zip Code _____

Author or Conference Title _____

UCLA Call Number *(if known)* _____

Title *(of article or chapter or name of case)* _____

Complete Citation *(include volume or chapter number; name of journal, book, or reporter; pages to be copied; and date)* _____

Instructions. Check all that apply *(Please note: Services may vary from library to library)*

- US Mail
- Hold for pick-up
- Fax
- Web Delivery (email address required for notification): _____
- Express Mail-Acct. #/Carrier: _____

Regular

Rush

Sales tax will be collected on copy orders as applicable.

OFFICE USE ONLY	
Administrative Fee	_____
_____ pp. @ \$. _____	_____
Subtotal	_____
Sales Tax	_____
Mail Charge	_____
Total	_____

Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. 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.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I affirm that the reproduction order is in compliance with US copyright law.

Signature _____ Date _____

I agree to pay any charges incurred for service. Companies and institutions will be billed. Individuals must provide credit card information:

Choose One: Visa MasterCard Discover

Credit Card Number _____ Expiration Date _____

Authorization Signature _____ Date _____