

Document Delivery Service for Non-UCLA Users

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

As used here, "document delivery" is defined as the copying of items held at UCLA that is done by library staff at the request and on behalf of users. This service is provided only for articles available in print collections held in UCLA libraries; users should consult the UCLA Library Catalog at <http://catalog.ucla.edu> before submitting a request to make sure that UCLA has a print copy of the journal the article appears in. Unless another delivery option is selected, requested print articles are scanned and posted on a secure Web server, and requesters are notified by email when the articles are available for viewing/printing.

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.

Participating Libraries and Fee Information

Engineering; Health, Life, Mathematical, and Physical 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

Cost-Recovery Rates

Basic Fee

\$11 per filled article, plus sales tax if applicable (three to five 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
Fax 310.206.3680
Email: express@law.ucla.edu

Cost-Recovery Rates

Basic Fee

\$7.50 per filled article, plus per-page charges; sales tax will be applied as applicable (twenty-four-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



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 310.825.1794
Email: management-ill-dds@
library.ucla.edu

Cost-Recovery Rates

Basic Fee

\$15 per filled article, plus per-page charges and sales tax if applicable (three to five 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 310.825.4139
Email: yrl-ill-1@library.ucla.edu

Cost-Recovery Rates

Basic Fee

\$15 per filled article and per-page charges, plus sales tax if applicable (three to five 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
Fax 310.206.5074
Email: srlf-request@library.ucla.edu

Cost-Recovery Rates

Basic Fee

\$15 per filled article and per-page charges, plus sales tax if applicable (three to five 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 staff; 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
 Email: biomed-access@library.ucla.edu

Hugh and Hazel Darling
Law Library
 UCLAW Express
 1106 Law Building
 Box 951458
 Los Angeles, CA 90095-1458
 Voice 310.825.9317
 Fax 310.206.3680
 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 310.825.1794
 Email: management-ill-dds@library.ucla.edu

Charles E. Young
Research Library
 Access Services Department
 11630 YRL
 Box 951575
 Los Angeles, CA 90095-1575
 Voice 310.825.1263
 Fax 310.825.4139
 Email: yrl-ill-1@library.ucla.edu

Southern Regional
Library Facility
 Public Services/Document Delivery
 305 De Neve Drive
 Box 951388
 Los Angeles, CA 90095-1388
 Voice 310.206.2013
 Fax 310.206.5074
 Email: srlf-request@library.ucla.edu

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)*

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

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

Sales tax will be collected on copy orders as applicable.

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 for private study, scholarship, or research and is in compliance with US copyright law.

Signature _____ Date _____

Payment Information

I agree to pay any charges incurred for service.

Companies and institutions will be billed. Individuals can provide credit-card information by contacting participating libraries by telephone; **do not send credit-card information by fax or email.**

Authorization Signature _____ Date _____