Document Delivery Service for UCLA Users

http://www.library.ucla.edu/service/document-delivery-ucla

The UCLA Library offers a document delivery service for UCLA faculty, students, and staff on a cost-recovery basis. Registered users can request copies of journal articles and book chapters as well as borrow items owned by the campus libraries.

**How To Request an Item**

There are several ways to request an item.

- Use the “Request an Item” feature in the UCLA Library Catalog at <http://catalog.library.ucla.edu>.
- Use the Request Service from the Melvyl Catalog and selected article databases. To make a document delivery request, select a UCLA Library Document Delivery Service Center from the Campus Document Delivery Service options menu.

Requests are usually processed within two business days of receipt; this does not include delivery time. More information about submitting document delivery requests online is available at <http://library.ucla.edu/service/how-make-request>.

Every attempt is made to fill all orders, but it is not possible to guarantee that all requests will be filled because occasionally materials are in use or missing.

All requests must comply with current United States copyright law.

**How Materials Are Delivered**

**Copies**

- **Web Delivery**
  
  Journal articles, conference papers, and book chapters can be delivered in PDF format via the web.

- **Mail, or Pick-Up**
  
  Copied materials can be mailed to a campus address or users can pick up the materials at a pre-selected library.

**Book Loans**

Book loans can be held for pick-up at a pre-selected library, or mailed or delivered to a department on campus.

**Cost-Recovery Rates for Document Delivery Services**

**Copies/Book Loans**

- Filled requests .................................................................................................................................................. $5.00
- Charge per page for copies over thirty pages ................................................................................................... $0.20

**Microfilm/Microfiche-to-paper Copies**

- Filled requests .................................................................................................................................................. $8 plus $0.16 per page

**Paying for Document Delivery**

**Bill**

An invoice will be sent for requests filled in each calendar month. Bills can be paid by check or credit card, following the instructions on the bill.

**Departmental Recharge**

Departmental recharge accounts can be recharged. Recharge account information and authorized signatures must be provided upon registration. Users are responsible for notifying the Library of any changes in recharge account information.
**Document Delivery Service Registration Form**

Submit this form to one of the libraries listed below in person or by fax.

Biomedical Library Fax 310.206.8675 • Law Library Fax 310.206.3680 • Management Library Fax 310.825.1794 • Research Library Fax 310.825.4139

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<tbody>
<tr>
<td>Daytime Telephone Number - include area code</td>
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<tr>
<td>Email Address</td>
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<tr>
<td>Campus or street address:</td>
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<tr>
<td>Address</td>
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<tr>
<td>City, State, Zip Code - or - Campus Mail Code</td>
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| UCLA BruinCard or Library Account Number |
| Status: check one |
| □ UCLA Faculty |
| □ UCLA Graduate Student |
| □ UCLA Undergraduate Student |
| □ UCLA Staff |

**Default Library (Required)**

Select ONE of the libraries listed below as your contact library. This will also be the preferred site for any materials designated for "library pick-up" delivery.

Note: Complete contact information for these libraries is available on the Web at [http://www.library.ucla.edu/service/contacting-document-delivery-center](http://www.library.ucla.edu/service/contacting-document-delivery-center).

□ Biomedical Library
□ Law Library
□ Management Library
□ Research Library
□ Science and Engineering Library/Engineering and Mathematical Sciences

**Preferred Delivery Method for Copies**

Select ONE option:

□ Web Delivery
□ Library Pick-Up
□ Campus Mail

**Preferred Delivery Method for Book Loans**

Book loans are delivered to either the designated contact library or campus addresses only.

□ Library Pick-up (default)
□ Campus Delivery (provide campus address in the space on the left)

**Method of Payment**

Select ONE. For recharge account information, contact your departmental administrative assistant.

□ To Be Billed. Will be invoiced monthly. Invoice payable by check and credit card as per instructions on the invoice.
□ Departmental Recharge

| Department Name |
| Department FS Number (four-digit departmental code) |
| Recharge ID Number |
| Print Authorized Name |
| Authorized Signature |
| Contact Name |
| Contact Telephone Number |

**Agreement**

I hereby authorize the UCLA Library’s Document Delivery Service to process all requests submitted by me. I agree to pay any charges incurred for the service and confirm that the material requested is for personal use, private study, scholarship, and research only. I further affirm that this reproduction order is in compliance with the University of California Policy and Guidelines for the Reproduction of Copyright Material for Teaching and Research.

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For Office Use: ____________________________  ____________________________
Accepted by  Entry Date