

Document Delivery Service for Non-UCLA Users

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

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.library.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
(Articles longer than 30 pages subject to additional charge of \$0.20 per page)

Special Services

Rush Fee: \$5 in addition to basic fee; shipped within one working day for requests received Monday through Friday between 8 a.m. and 5 p.m.

Law

Hugh and Hazel Darling Law Library
Access Services
1112 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 (twenty-four-hour turnaround time Monday through Friday between 9 a.m. and 6 p.m.)
\$.25 per page for copies, \$.75 per page for paper from microform,
Additional services are available to registered users. Visit <<http://express.law.ucla.edu>>.

Rush Fee

\$15 per filled article, plus per-page charges; (two-hour turnaround time; requests must be received Monday through Friday between 9 a.m. and 4 p.m.)

Delivery Charges

Web Delivery: Same price as photocopies; no additional handling charge
U.S. Mail: \$1 per item; cannot guarantee delivery date

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
(Articles longer than 30 pages subject to additional charge of \$0.20 per page)

Special Services

Rush Charge: \$10 in addition to basic fee; shipped within one working day for requests received Monday through Friday between 8 a.m. and 5 p.m.

Fine Arts, Humanities, Music, and Social Sciences

Charles E. Young Research Library
Access Services Department
A1783 Charles E. Young Research Library
Box 951575
Los Angeles, CA 90095-1575
Phone 310.825.1263
Fax 310.825.4139
Email: yrl-ill@library.ucla.edu

Cost-Recovery Rates

Basic Fee

\$15 per filled article
(Articles longer than 30 pages subject to additional charge of \$0.20 per page)

Special Services

Rush Charge: \$10 in addition to basic fee; shipped within one working day for requests received Monday through Friday between 8 a.m. and 5 p.m.

Southern Regional Library Facility

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 (three to five days processing time)
(Articles longer than 30 pages subject to additional charge of \$0.20 per page)

Special Services

Rush Charge: \$10 in addition to basic fee; shipped within one working day for requests received Monday through Friday between 8 a.m. and 5 p.m.

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, and separate fees apply; the fee schedule is available online at <http://www.library.ucla.edu/service/fees-special-collections-services-non-uc-users>.

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
Access Services
1112 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
A1783 Research Library
Box 951575
Los Angeles, CA 90095-1575
Voice 310.825.1263
Fax 310.825.4139
Email: yrl-ill-l@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

This service is for private research only.

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.

Name _____

Telephone Number _____ Email _____

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 _____ Regular _____

Web Delivery _____ Rush _____

Express Mail: Account Number/Carrier: _____

Sales tax will be collected on copy orders as applicable.

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► **I affirm that the reproduction order is for private study, scholarship, or research and is in compliance with U.S. copyright law.**

Signature _____ Date _____

Payment Authorization

I agree to pay any charges incurred for service upon receipt of invoice from the UCLA Library:

Signature _____ Date _____