

Hugh & Hazel Darling
Law Library
UCLA School of Law

UCLAW
Express

*Services designed to meet the
needs of the Legal
Community*



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Introduction

UCLAW Express provides a program of services designed to meet the needs of the legal community. We offer reliable, cost-efficient services with reasonable rates and rapid turnaround times. We feel that **UCLAW Express** helps you take better advantage of the UCLA Law Library's collection of over 500,000 bound volumes and documents and the resources of the numerous other libraries on campus. Through **UCLAW Express** you will also be able to make use of our knowledgeable and helpful staff who are familiar with the UCLA libraries' materials and their locations. Most of our services are available only to users who register with our program. Please read the "Services" sections (which follow) to fully appreciate the advantages of registration.

Registration

To become a registered user of **UCLAW Express** you need only submit a completed Registration Agreement and pay a one-time \$15.00 registration fee. Once you become a Registered User, you may write, phone, fax or e-mail requests for materials. Registered users will be billed for all charges on a monthly basis (payments may be made by check or credit card). Non-

registered users must submit all requests in writing and pay all charges by credit card at the time the services are provided. Only registered users may take advantage of our rush, off-hour, verification, interlibrary loan and book retrieval & hold services. In addition, only registered users may make requests for copies of non-Law Library materials.

You may pay the registration fee by credit card (Visa, MasterCard or Discover) or by check (payable to "U.C. Regents"). The Registration Agreement is available in Acrobat (PDF) format on our Web page. The form can be filled in on line and then printed and signed.. Alternatively, we can send you the form by mail, Email or fax. You may send the completed form by fax if you are paying by credit card or you may mail it in with your check payment.

All copy orders must be in compliance with U.S. Copyright Law.



Document Delivery Services

You may request copies of UCLA Law Library materials and copies of materials from any other library on campus. Only one copy of copyrighted material per user may be supplied. Normal turnaround time for filling requests (exclusive of delivery time where applicable) is 24 hours.

**Basic Fee: \$7.50/request
+ Per Page Charges:**

Photocopies (including "Web Delivery") \$0.25 per page
Microform copies \$0.75 per page
Fax Copies \$0.75 per page

Rush and Same Day Services

For an additional charge, **UCLAW Express** will process orders on a rush basis. Rush orders for Law Library materials will be held at the service point, faxed or delivered via the Web within two hours of receiving the request (turnaround time for rush orders for non-Law Library materials is three hours). In addition, **UCLAW Express** offers a same day option: for an intermediate fee, requests placed before noon will be processed by 5 p.m. the same day.

Basic Fees:
Rush: \$15.00/request
Same Day: \$10.00/request
+ Per Page Charges (see above)

Off-Hour Services

During the Academic year, **UCLAW Express** will photocopy Law Library materials during evening and weekend hours. Please consult the Web page or Hours sheet for current for availability of this service.

**Basic Fee: \$25.00/request
+ Per Page Charges (See above)**

Sales Tax will be collected on Copy orders as applicable. NOTE: Fees are subject to change. Please consult our Web page or print Fee Schedule for the most complete and current fee information.

Interlibrary Loan Service

UCLAW Express also offers interlibrary loans of circulating Law Library materials to registered users. Interlibrary loans will be sent through first class mail on the same day the order is received. Express mailing (recommended) is available for billing to your own express mail account. The advantage of using this service over our hold service is that you need not come in person to pick up the book. Borrowers are responsible for materials until they are returned to the Law Library. Overdue and unreturned books are subject to late fees and replacement charges outlined in the Fee Schedule. Please note that it is not necessary to possess a current UCLA Library Card in order to make use of this service.

Basic Fee: \$20.00/title

Special Services

Book Retrieval & Hold

We also provide a "book retrieval & hold" service. We will retrieve materials from the Law Library Stacks and place them on hold at the Circulation Desk within two hours. Please be aware that when using this "hold" service, circulating materials can only be checked out by users who possess a valid UCLA library card and present it in person when picking up materials. For information on obtaining a UCLA Library card visit the "Library Cards" Web page at <http://www2.library.ucla.edu/service/161.cfm>

Basic Fee: \$5.00/item
(Law Library Materials only)

Citation Verification

If you have the name and author of an article, case name or name of an act, but not the citation, **UCLAW Express** can attempt to locate citations for both legal and non-legal materials for additional fees. **UCLAW Express** cannot provide research services (i.e., compilations of subject bibliographies for articles, cases or statutes). Consult Fee Schedule for current fees.

Delivery Methods

Web delivery:

For the copy services listed above, you may request delivery of journal articles, cases, and book chapters via the Web for no additional charge (and materials delivered via the Web are not subject to sales tax).

Here's how it works:

- Articles are scanned, converted into Acrobat PDF format and stored on a library server.
- You are notified by e-mail when your article is available.
- Simply open the URL provided in the body of the e-mail to read, print, and/or download your document.

Other delivery methods include:

- Hold at Law Library (no additional charge)
- Express Mail (Charged to addressee's account)
- U.S. Mail (\$1.00 per item--this is **not recommended** as we cannot guarantee delivery date. U.S. mail must first go through UCLA campus mail which adds additional time to the delivery).
- Fax transmission (for photocopies only; not subject to sales tax).

Hours of Operation

During the regular Law School academic term, **UCLAW Express** hours are as follows:

Regular Service

Monday—Friday 9 a.m.—6 p.m.

Off Hour Service (not available during intersessions and summer):

Monday—Thursday 6 p.m.—10 p.m.

Saturday 9 a.m.—4 p.m.

Sunday 1 p.m.—7 p.m.

Hours are subject to change and vary with the academic calendar. Please consult the Web page or the Hours sheet for the most current information.