



FEE SCHEDULE*

Registration Fee: \$15.00 one time registration fee.

Document Delivery Services

❖ Copying of UCLA Law Library Materials:

- Regular Request†:** \$7.50 administrative fee per item + per page charges (24 hour turnaround time)
- Same Day Request:** \$10.00 administrative fee per item + per page charges (5 hour turnaround time; orders must be placed before noon; up to 20 orders per day)
- Rush Request†:** \$15.00 administrative fee per item + per page charges (2 hour turnaround time; up to 10 orders per 2 hour rush period)
- Off-hour Rush:** \$25.00 administrative fee per item + per page charges (2 hour turnaround time; **Law Library materials only**). For photocopy requests made during evening and weekend hours. See current hours sheet for availability of this service.

❖ Copying of Other (Non-Law) UCLA Library Materials:

- Regular Request:** \$12.50 administrative fee per item + per page charges (24 hour turnaround time)
- Rush Request:** \$25.00 administrative fee per item + per page charges (3 hour turnaround time; up to 10 orders per 3 hour rush period); \$10.00 charged for unfilled orders. We will verify the holding and circulation status, if available, before attempting to fill.

❖ Per Page Charges:

- Photocopies (including Web Delivery):** \$0.25 per page ("Web" copies are not subject to sales tax)
- Microform copies:** \$0.75 per page
- Fax copies:** \$0.75 per page (not subject to sales tax)

❖ Delivery Charges:

- Web Delivery:** No additional charge
- U.S. Mail:** \$1.00 per item (cannot guarantee delivery date)
- Express Mail Service:** Charged to addressee's account
- Hold at Law Library:** No additional charge

Interlibrary Loan Services

- ❖ **Law Library Book Loans:** \$20.00 per title. Circulating materials only. First class mail charge included. May be held for pick up. Express mailing available--charged to addressee's account or billed for cost recovery. May be renewed **once** upon request, if no holds or recalls have been placed on that item. (Overdue and unreturned books are subject to the following charges: Late Charges: Regular--\$.50 per day, \$10.00 maximum; Recalled--\$2.00 first day, \$1.00 per day thereafter, \$20.00 maximum. Replacement Charge: \$100.00 in most cases).

Special Services

- ❖ **Book Retrieval & Hold:** \$5.00 per item. **Law Library materials only** (2 hour turnaround time; Non-Circulating materials held for 24 hours; Circulating materials held for 1 week). **PLEASE NOTE:** *When using this service, circulating books may only be checked out to users who possess a valid UCLA library card and present it in person when picking up the materials.*

- ❖ **Verification Services:** When you make a request for a reproduction order, the staff will try to correct minor inconsistencies in the citation, however, we cannot accept copy orders without complete citations. If you have only a partial citation, we will refer you to our verification service. If you provide a partial citation (e.g., case name, statute name, article title) we will try to locate the complete citation. You need not place a document delivery request to use this service. We cannot provide research services or LexisNexis and Westlaw searching.

Legal Materials: \$5.00 minimum charge; \$5.00 per quarter hour; charged per fraction of quarter hour searched.

Non-Legal materials: \$15.00 minimum charge for first quarter hour; \$5.00 per quarter hour thereafter; charged per fraction of quarter hour searched.

(These fees are charged per citation searched and are charged whether or not the item is actually located.)

All fees will be charged if we have completed requests or if we begin fax transmission within the specified completion time even if requestor fails to pick-up materials or if requestor's fax machine fails to accept the transmission.

SALES TAX WILL BE COLLECTED ON COPY ORDERS AS APPLICABLE.

*Services and Fees are subject to change without notice.

† These services are available to non-registered users who pay by credit card. All others are available *only* to registered users. 9/2004