

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--\$5.00, \$50.00 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 are the only services available to non-registered users.