UCLA 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 UCLA Express helps you take better advantage of the UCLA Law Library’s collection of over 580,000 bound volumes and documents and the resources of the numerous other libraries on campus. Through UCLA 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 UCLA 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 check (payable to “Regents, U.C.”). 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. The form should be mailed in with your check payment.

All copy orders must be in compliance with U.S. Copyright Law.
**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:** $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, 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 a one-time 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, summer & holidays):**  
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.