



# San Diego County Public Law Library

www.sdcpll.org

## Document Delivery Request

Name (please print)		Date
Telephone	Fax	Email
Address		City/State/ZIP

Citation #1	Case name/Document or item title
Citation #2	Case name/Document or item title
Citation #3	Case name/Document or item title
Citation #4	Case name/Document or item title
Citation #5	Case name/Document or item title

**All requests must be made in writing to SDCPLL.**

**For Document Delivery service a proper and exact citation is required.**

- ◆ E-mail requests to [refdesk@sdcppl.org](mailto:refdesk@sdcppl.org) or [ill@sdcppl.org](mailto:ill@sdcppl.org)
- ◆ Go to [www.sdcpll.org](http://www.sdcpll.org) and click on E-Reference to send e-mail
- ◆ Fax completed form to (619) 238-7716
- ◆ Bring completed form to the Circulation Desk.

### Notice warning concerning copyright restrictions

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

- Fax** the documents to the fax number I have listed above.
- Mail** the documents to the address I have listed above.
- E-mail** the information if this option is available.
- Hold** the documents for pickup within two business days following notification they are ready.

Rush Request?  Yes \$25.00 fee applies  
 No

**I have read the list of copy fees, all disclaimers and policies on the back of this form and agree to pay all charges related to this request.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Delivery by Mail or Pickup				Official Use Only		
Format of Document	Book Microform Electronic	1-20 pages	\$15		× \$15 =	
		21 + pages	\$1.25 per page		× \$1.25 =	
					Subtotal:	
Delivery by Fax*						
Format of Document	Book Microform Electronic	1-20 pages	\$15 Local \$30 Long Distance		× \$15 =	
					× \$30 =	
		21 + pages	\$1.25 per page \$2.25 Long Distance		Subtotal:	
					× \$1.25 =	
					× \$2.25 =	
					Subtotal:	
Delivery by Email						
Format of Document	Book & Microform	1-20 pages	\$15		× \$15 =	
		21 + pages	\$1.25 per page		× \$1.25 =	
		Electronic	No limit	\$15		Subtotal:
					× \$15 =	
Rush Fees: \$25 (4-hour turnaround)					Subtotal:	

All prices are per document. Examples of a single document: case, code section, Shepard's or Key Cite Report, Journal Article, Brief, Specific Page, Paragraph or Chapter.

_____	× \$25 =	
	Subtotal:	
	<b>TOTAL</b>	

<ol style="list-style-type: none"> <li>The Library will try to meet all requests in a timely manner. The Library makes no guarantee that all rush requests will be fulfilled within the time requested. If the Library cannot fulfill a rush request the same business day, only standard service fees will apply.</li> <li>The Law Library reserves the right to refuse to fulfill a request if, in the opinion of the librarian on duty, the request would violate copyright law in Title 17 of the United States Code. Such requests might include copying a substantial part of any copyrighted materials, such as an entire chapter of a book.</li> <li>For copy requests in excess of \$50.00, the Law Library may request an advance deposit of one-half the estimated amount of the total charge.</li> </ol>	<b>Date completed</b>	
	<b>Staff member</b>	
	<b>Receipt #</b>	
	<b>Request method</b>	<input type="checkbox"/> In-Person <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Phone
	<b>Delivery method</b>	<input type="checkbox"/> Pick-up <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail
	<b>Payment method</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card