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Document Delivery

- All invoices include a \$5.00 minimum service charge.
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- All invoices include a \$5.00 minimum service charge.
- Borrower pays all UPS shipping charges.

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- There is no fee for placing a borrowing request.
- Any fees charged by a lending institution are the responsibility of the borrower.

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INTERLIBRARY SERVICES



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DOCUMENT DELIVERY

Document delivery services are available to everyone through the Appellate Division Library's, Interlibrary Services Department (ILS).

The majority of service requests are able to be filled within 24 hours.

Services are available at no cost to all State and Federal Courts, Libraries, and most Agencies. All RRLC (Rochester Regional Library Council) member libraries. Public Defender's Offices, and Assigned Council by order of our Court.

For a small fee we extend ILS services to all Law Firms, University Libraries, and the General Public. All fees collected go to the New York State Department of Taxation and Finance.

Requests are accepted via e-mail, phone, fax, or mail, as well as the OCLC (On-line Computer Library Center) interlibrary loan sub-system.



BORROWING REQUESTS

Interlibrary loan services are available at no cost to all members of our court, and local bench & bar who have borrowing privileges.

Items can generally be obtained without any cost to the borrower. However, many institutions do charge for their services, and willingness to pay a lender's fee may increase our ability to fill your request.

A per item charge of \$20.00 will cover most borrowing requests when a free or reciprocal source is not available to us.

Most requests are processed using the OCLC (On-line Computer Library Center) interlibrary loan sub-system. An OCLC book request will generally take from three to ten days to process and to be received by our library. Requests able to be filled electronically may require less time.

Any borrowing fees incurred must be paid by check or money order (**payable to the lending institution**) when the requested item is picked-up.

The Borrower assumes responsibility for any lost or damaged materials, as well as late fees assessed by the lending library.

Non-attorneys are encouraged to use the resources offered by their academic, or public libraries to obtain interlibrary loan services.

Any questions or special circumstances pertaining to a request should be directed to Interlibrary Services or to a Reference Librarian.

BOOK BORROWING
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