

# ILS SERVICE FEES

## Document Delivery

- All invoices include a \$5.00 minimum service charge.
- Service charge includes(5) photocopies or: (1) fiche card, or (1) CD-Rom.
- Each additional duplication is \$.25 per copy or: \$.50 per fiche card, or \$.50 per CD-ROM.

## Records & Briefs/ Book Lending

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

## Borrowing Services

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

# APPELLATE DIVISION LAW LIBRARY

## INTERLIBRARY SERVICES APPELLATE DIVISION LAW LIBRARY

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# INTERLIBRARY SERVICES



# Appellate Division Law Library



M. DOLORES DENMAN COURTHOUSE  
50 East Avenue, Suite 100  
Rochester, NY 14604-2214

## DOCUMENT DELIVERY & BOOK LENDING

The Appellate Division Library's Interlibrary Services (ILS) Department provides document delivery, and interlibrary loan services that are available to all library users.

ILS offers all forms of document reproduction and delivery. The majority of service requests receive either same day service, or are filled within 24 hours.

Services are available at no cost to all State and Federal court libraries, most New York State agencies, and all RRLC (Rochester Regional Library Council) member libraries.

For a small fee we extend ILS services to all law firms, university libraries, and to the general public. All fees collected go to the New York State Department of Taxation and Finance.

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



## 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 requests when a free or reciprocal source is not available.

Most requests are processed using the OCLC (**On-line Computer Library Center**) interlibrary loan sub-system. The request circulates to a lending string of up to five lending institutions. An OCLC request will generally take from three to ten days to process and to be received by our library.

Any borrowing fees incurred must be paid by check or money order (**made 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 any 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.

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