Linda Hall Library Digital Initiatives Unit – Services and Fees

Document Delivery
Non-academic requesters pay a cost recovery fee. Fees for academic requesters are set at a lower rate which is partially subsidized by the library. A copyright fee, as determined by the owner of the intellectual property, will be added, when appropriate, to all commercial and individual requests.

- Academic: $13.00
- Non-Academic: $18.00
- Add $0.25 for each page over 50 pages

Book Loans
The library will loan some monographs for a three-week loan period.

- Academic: $13.00
- Non-Academic: $18.00
- Price per volume. North America only. FedEx Delivery by standard overnight or 3-day express saver service. Some material, such as reference works, journals, tech reports, and conference proceedings are not available for loan.

Loan Renewal
A single 3-week renewal is available for loaned monographs. Request renewals through:

- Email to requests@lindahall.org
- Phone: 800.662.1545

Signature Services
The Library provides Signature Services for materials from the collections of the following partners. Please note on your request if you are requesting through one of the following services.

- AIAA Dispatch
- Ei Compendex
- Ei Encompass

Service Levels (additional per document)

- Regular – within 24 to 48 hours (no additional charge)
• Rush – within 6 working hours: $10.00
• Super Rush – within 3 working hours: $20.00
• Drop Everything Rush – within 1 working hour: $100.00

Delivery Options (additional per document)
• Electronic delivery – no addition to base fee
• First Class Mail – $3.00 in addition to base fee
• FedEx 3 Day – $8.00 in addition to base fee
• FedEx Standard Overnight – $22.00 in addition to base fee
• International FedEx – Please contact us at requests@lindahall.org for the cost of international FedEx delivery

Payment Options
Invoice – You can pay by check or money order.
Credit Cards – Linda Hall Library accepts Visa, MasterCard, American Express, or Discover cards.
Deposit Account – Minimum $250
Contact the Finance Office at 816.926.8771 or email modarresa@lindahall.org.

Notice: To avoid a bank processing charge, patrons placing requests outside North America are required to pay by credit card or establish a deposit account.