

Services	Alumni	Others
<b>Borrowing Privileges</b> (Library Card)	Free to Life West alumni for five years following graduation.	\$70.00
<b>Literature Search</b>	10 free searches per year	\$15.00
<b>Copying and Delivery</b> - per journal article or book chapter		
1-20 pages	\$6.00	\$6.00
21-30 pages	\$8.00	\$8.00
31-40 pages (40 is maximum)	\$10.00	\$10.00
Surcharge for color printing in increments of 10 pages	\$2.00	\$2.00
<b>Interlibrary Loan - journal articles</b>		
Article supplied by another library	\$8.00	\$8.00
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<b>Special Delivery Services</b>		
Shipping (FedEx/UPS/USPS with tracking)	At cost	At cost
<b>Video Duplication</b>		
<i>Applies only to LCCW productions for which the author has signed our media release form.</i>		
<i>Library supplies blank disc.</i>		
DVD to DVD (mail order, includes s&h)	\$10.00 per title	\$10.00 per title
DVD to DVD (pick up)	\$5.00 per title	\$5.00 per title

### Delivery Methods

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### Payment Methods

Credit card is the preferred method of payment. Life Chiropractic College West accepts American Express, Discover, MasterCard, Visa.

- In order to protect privacy, doctors who provide credit card information by telephone should speak only to the librarian who is working on the request.
- On-site, we accept cash or check.
- For alumni only, we will invoice and accept a mailed check.
- Frequent users can set up a deposit account. Receipts show the current deposit balance.
- For international payments, please contact a librarian for advice.

Policies effective as of October 17, 2011.