

## **WISCONSIN STATE LAW LIBRARY (WSLL) Borrow by Mail Policy**

Wisconsin judges, court staff and attorneys may use our Borrow by Mail service, through which borrowed library materials are shipped directly to them.

Materials currently available for loan are shipped within 24 hours of receipt of the request, Monday through Friday. Materials already in circulation will be shipped as soon as they are available. Library staff will alert Borrow by Mail requesters to any delays and suggest other available options.

### **Attorneys**

Fees depend on the delivery method you choose:

- UPS ground service: \$15.00 per item, plus your return delivery costs.
- FedEx delivery: \$15.00 per item, plus FedEx charges billed directly to your FedEx account, plus your return delivery costs.
- Interlibrary delivery to the Milwaukee Legal Resource Center (MLRC): No charge. Borrow by Mail materials requested at WSLL by Wednesday morning will arrive at MLRC on Friday. You may return the materials to MLRC for free delivery back to the State Law Library, or ship them directly to WSLL at your own expense.

The loan period is 3 weeks, with an option to renew them for one additional week. You may renew materials online with your library card number, or contact our Circulation Desk for assistance.

### **Judges and Court Staff**

- WSLL ships requested materials to you at no charge. You are responsible for return delivery costs.
- WSLL uses UPS ground delivery service, unless you request another method.

The loan period is 30 days, and materials may be renewed for an additional 30 days. You may renew materials online with your library card number, or contact our Circulation Desk for assistance.