

**Duquesne University Center for Legal Information/  
Allegheny County Law Library  
2010 Borrowers' Application Form**

NAME \_\_\_\_\_

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

*Please see reverse for policies and instructions.*

Borrowers' dues are based on the number of lawyers in the law firm:

**101+ = \$6,600; 61-100 = \$4,400; 31-60 = \$2,200; 1-30 = \$65 per attorney; General Public = \$65;  
Out of County Attorney = \$130; Out of County General Public = \$110**

**Enclose a list of attorneys and support staff (librarian, secretary, paralegal, law clerk, messenger, etc.) including each individual's email address and phone number.**

**Section 1. Type of Organization**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Sole Practitioner     | <input type="checkbox"/> Law Firm         | <input type="checkbox"/> Corporate Legal Dept.                                   |
| <input type="checkbox"/> Government-City       | <input type="checkbox"/> Government State | <input type="checkbox"/> Government Federal <input type="checkbox"/> Law Student |
| <input type="checkbox"/> Nonprofit Corporation | <input type="checkbox"/> General Public   | <input type="checkbox"/> Librarian <input type="checkbox"/> Other _____          |

# of Attorneys in Office \_\_\_\_\_ x \_\_\_\_\_ (if applicable) = \$ \_\_\_\_\_

# of free support staff members \_\_\_\_\_

**Section 2. Firm Contact/Billing Person (please print)**

_____	_____	_____
Name	Title	Phone

**Section 3. Payment Information**

Check enclosed, payable to Duquesne University Law Library      Check # \_\_\_\_\_  
Amount \$ \_\_\_\_\_

Bill my    \_\_\_\_\_ Visa                      \_\_\_\_\_ MasterCard

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

## **Policies & Instructions**

The DUCLI/ACLL's circulation fee structure is based on the premise that research performed by one attorney in a firm benefits the entire organization. Therefore, law firms, corporate and government legal departments are required to join at the 100% level. Participation at the 100% level means that the borrowers' dues are paid for every attorney in the firm. Circulation fees run on a calendar year. All individuals will receive their own library card. Payment is due by January 31, 2009.

Report lost or stolen cards immediately; a \$5 fee will be charged for a replacement.

Print name, firm and address in space provided.

### **Section 1**

- Specify the type of organization you are affiliated with.
- Indicate the number of attorneys in your office.
- Select the appropriate rate provided for at the top of the section.
- Enclose a list of attorneys and support staff (librarian, secretary, paralegal, law clerk, messenger, etc.) including each individual's email address and phone number.

### **Section 2**

Provide us with the name, title, and telephone number of the contact/billing person for your firm.

### **Section 3**

Fill in the appropriate payment information.

### **Section 4**

Please make payment to Duquesne University Center for Legal Information and mail completed forms and payment to:

Allegheny County Law Library  
Circulation Department  
921 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219

If you have any questions, please call Dr. Joel Fishman or Mr. Paul Recht at 412-350-5353.

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