



Law Library Copier Cards

Copier Cards

Tan, hard-plastic, reusable copier cards are available from a box on the tops of the card encoder machines located in the copy rooms (S-1 & S-2) in the underground addition and in the Reserve area (S-2).

There is no charge for these cards; they have no value encoded on them.

The tan U of M Law Library copier cards will work **ONLY** on U of M Law Library copiers.

Cards sold in other campus libraries will **NOT** work on Law Library copiers; if you try to use one, it will jam the machine.

Cost of copies

Copies cost 10¢ each when payment is made by using a copier card. If you are a one-time user who needs to make less than 6 copies, you may obtain a card that will provide these copies at no cost at the Circulation Desk on Sub-2.

IMPORTANT

Sign your card

Print your name on the card. If your name isn't on your card, you can't retrieve it from Lost & Found.

Adding value

Use a card you already own, or take a new card from the box on top of the encoder.

First insert the card in the card encoder.

Then insert a \$1, \$5, \$10 or \$20 bill in the card encoder.

The machine will add the *full value* of the bill you insert; if you want only to add a portion of the bill, you must get a smaller bill. You cannot add value less than \$1.00.

Once the new value appears in the window, press the button below the card slot to eject the card.

No refunds

Copier cards are the same as cash; there are **no refunds for lost, damaged, or stolen cards or for unused value.** Keep the value low towards the end of the term.

Terminals on the copy machines will reject cards with values less than 10¢. There are no refunds for card values of 10¢ or less, but you can continue to use low-value cards by adding value.

Lost cards

Many lost cards are turned in, but the only signed cards can be retrieved. Check in Lost & Found in S-180, 8-Noon, 1-5 p.m., M-F for signed, lost cards

If you discover the loss, immediately ask at the Circulation Desk on S-2.

Found cards

If you find a card, turn it in at the Circulation Desk on S-2.

Buying on UM Account

To charge cards to a University account, go to the Administrative Offices (S-180) during business hours. There may be a wait of 1 to 2 business days before cards can be picked up.

Not a pass!

Possession of a copy card does not entitle the holder access to the Law Library Addition. Only authorized users who display one of the following pieces of identification may enter the addition:

- Current valid U-M Law School ID
- Valid state bar card from any state
- Law Library Collection Use Pass or 7 day pass

If you have a pass that will soon expire, do not encode more value than you will use while the pass is current. There are no refunds for unused value.