

University of Michigan Law Library

Application to Check Out Books to a Carrel

Name _____ Date _____

Current Address _____

Phone Number _____ e-mail _____

Check any that apply:

U of M Law Student 1L _____ 2L _____ 3L _____ L.L.M. Candidate _____
 _____ Research Assistant for U of M Law Prof. _____
 _____ Other _____

_____ **I acknowledge that:**

- Since Law Library books may NOT be taken out of the Law Library, carrels are assigned primarily as a place to keep Law Library books once I check them out at the Circulation desk. (The hold shelf at the Circulation desk is an alternative to getting a carrel if books are needed for a week or less.)
- Assignment of a carrel does not restrict others from sitting there so books should be kept on the shelves and not left on the desktop. If someone is seated in the carrel to which my books are assigned, I may ask that person to sit elsewhere if I need to use the books. Valuables should never be left unattended in a carrel.
- If staff is available, my carrel will be assigned immediately. Otherwise, my books will be kept on the hold shelf and delivered to the carrel once it is assigned the next day.
- Carrel assignments are good for one month at which time I will be reminded of its expiration by a renewal notice left in the carrel. I may ask to have it renewed by returning the notice to the Circulation desk. At that time, the books will also be renewed.

_____ **Please renew my carrel** _____ **for one month and renew all of my books checked out to that carrel.**

I am applying for permission to check out books to a carrel. I agree to the above statements and will read and follow the handout "How to Check-Out Books to a Carrel."

Name: _____ Agreed to on this date _____

<i>To be completed by Circulation Staff</i>	
Carrel: 2- Entered <input type="checkbox"/>	Date carrel closed:
P-code2: Staff initials:	Current checkout 0? Yes <input type="checkbox"/>
Current expiration date:	Reinstated expiration date? Yes <input type="checkbox"/>
New expiration date:	Reinstated P-type? Yes <input type="checkbox"/>
Current P-type: New P-type:	