



# University of Michigan Law Library



## APPLICATION FOR A PASS TO GO INTO THE CLOSED STACKS

NAME \_\_\_\_\_ DATE \_\_\_\_\_

In order to apply, you must be a registered library user. When you give this form to the Circulation Desk Assistant, he or she will confirm your eligibility or tell you how to take the steps necessary to register.

Call number group to browse \_\_\_\_\_

Please note below why a paging request will not meet your needs :

- Need to get books immediately.
- Cannot specify volume needed.
- Other:

Check one :

- I will check out any books I need to my LR Carrel or office \_\_\_\_\_  
**or**
- I understand that there is no place to work with the materials in the closed stacks and no copy machines available for me to use in the stacks. I will bring back any books I need to use into the Smith Addition. If I need them for an extended time, I will apply for a carrel or put them on the hold shelf.

I agree not to take any books out of the building.

SIGNATURE : \_\_\_\_\_

\*\*\*\*\* REPORT (to be filled in by library staff) \*\*\*\*\*

Request accepted by \_\_\_\_\_ date \_\_\_\_\_ .p \_\_\_\_\_

### RESPONSE

- Stacks pass has been approved; turn in this form at the Circulation Desk to check out the pass. The call number groups you requested can be found on level \_\_\_\_\_.
- Directions given to patron.
- Locked Range key checked out to patron (for call numbers: CT, LR, LSC, pre-1871 STATS).

Approved by \_\_\_\_\_ Date \_\_\_\_\_



# University of Michigan Law Library



## Modus Operandi

### Access to the Closed Stacks & Application for a Pass to Go Into the Closed Stacks

**Access** Material that is shelved in closed stack areas can be obtained by requesting that it be paged or by applying for a pass to go into the stacks.

#### **Paging**

If the book you want is in a closed stacks area, submit a paging request form at the Circulation Desk. Requests submitted by 11AM **weekdays** will be ready by 3PM that same day; submitted by 3:30PM, ready by 6PM; submitted after 3:30PM, ready by 12PM the next day. Requests submitted by 4PM on **weekends** will be ready by 6PM the same day.

To request a book be paged from the closed stacks area, request the book online through the Lexcalibur catalog. (See the *Modus Operandi* handout “Requesting Books in Lexcalibur”).

There are a number of reasons to prefer paging books to applying for a stacks pass. The books are not arranged by subject and the arrangement is difficult to use; there are no carrels or other consultation areas available, nor are there any copy machines available; and the Law School wants to maximize protection of the collection from fire, theft and other hazards.

#### **Closed Stacks Pass**

If paging will not meet your needs, you may apply for a pass to go into some areas of the closed stacks between the hours of 9 a.m. and 5 p.m. Monday - Friday. There is no access public to the stacks evenings or weekends and anyone in the stacks during a weekday must be out by 5 p.m.

The procedure to apply for a closed stacks pass is outlined below:

1. Fill out an application form (see over) and submit it to the Circulation Desk.
2. Usually staff can approve or deny the application promptly if it is submitted between 8 a.m. and 5 p.m. Monday - Friday. Applications submitted evenings and weekends will be acted on the next week day.
3. When you go into the stacks, take your pass with you; you may be asked to show it.
4. After you leave the stacks, return the pass to the Circulation Desk.
5. An application is only for one time; if you need to go into the stacks at a later date, submit another application.