

Rare Books

- Jackier Rare Book Room** The Jackier Rare Book room is located on S-1 North. The room is designed to be enjoyed by looking in from the outside and can be so viewed whenever the library is open. A special book exhibit is on display in the windows of the room.
- Rare Book Collection** Books in the Library’s rare book collection can be identified by the locations, RARE BKS, RARE FOLIO, COOK and H on the Millennium record.
- To Use a Rare Book** Any use of books with any of the above locations requires application in advance and scheduling a time for monitored use of the book. The procedure usually takes more than one day to complete. A request to use a rare book may be denied.
- *Eligibility* Students, staff and faculty affiliated with the University of Michigan Law School, faculty affiliated with the University of Michigan and faculty affiliated with other schools are eligible to apply to use a rare book if the book is unavailable in reprint or micro-format.
 - *Alternatives* We suggest that those not eligible check in this library or their home library to see if a reprint or microform version of the book is available.
If no reprint or microform copy is available, an alternative is to request a scanned copy of limited portions of the work. To explore this possibility, contact the Circulation Department at 734-764-4252.
 - *Application* Those who meet the eligibility requirement apply at the Reference Desk. Reference staff will first check to see if the book is available on microform or in reprint. If not, the application will go to the director for final approval. It will take one to two weekdays for an application to be approved or denied. You will be notified if your request is denied.
 - *Monitored Use* If your request is approved, you will receive a call to schedule a time when the book can be used. Rare books can be used only in the Rare Book Exhibit Room; library staff will remain in the room to monitor use of the books. Only a note pad and pencil may be taken into the room and specific rules governing how the material is used must be honored.

See reverse for Application to Schedule Use of a Rare Book



Application to Schedule Use of a Rare Book

Be sure to write legibly or fill out in PDF format and print.

Name _____

Address _____

Daytime phone # : _____ - _____

(give the phone number at which you want to be notified of the decision)

Affiliation: _____

(Name institution and your position at the institution)

Identify the book you are requesting, by attaching a Millennium printout to this form. Describe below your research need; include a statement of why you need to use the rare book and an estimate of the time you will need to spend using it.

***** TO BE FILLED IN BY LIBRARY STAFF *****

Reference interview by _____ date _____

Reprint: not found found; available at _____

Microform not found found; available at _____

Later edition not found found; available at _____

Starred edition not found found; available at _____

NOTES:

Patron ID

TYPE: _____ #: _____ PICTURE

(not pass)

____ To Director _____

(date)

Approved ___ monitor needed ___ unmonitored

Denied because _____

____ To Circulation Dept. _____

REPORT TO APPLICANT by _____ date _____

Request denied; ask Reference staff at your home library to help you identify other sources or request that the book be filmed.

Request approved; scheduled use date/times _____

Monitor _____

Rules _____ .P # _____