

Requesting Books in the Law Library Catalog

Any registered Law Library user may request that a book be retrieved by library staff and delivered to an office, carrel or the holdshelf at the Circ Desk on Sub-2. Allow 1-3 days for delivery.

Faculty, students and staff currently affiliated with the Law School are eligible to use the service. Pass holders may use it after registering at the Circulation Desk. If you think you should be eligible, but the system won't allow the request, ask at the Circulation Desk on S-2.

Library staff will then retrieve the book from the stacks. If the requestor has an office or carrel, the book will be checked out and delivered there. Otherwise, it will be placed on the holdshelf.



Or



See over for instructions.

Most books can be requested. Books that are checked out (a due date in the status column) or show a status of "Missing" or "In Process" may be requested, but it may take longer before you receive a response.

Books with these locations may not be requested: RARE, RARE FOLIE, PRIVATE, AND ELECTRONIC. Some users can't request books with the location F, LR, REF COLL or RESERVE.

If you are unable to request the book you need, inquire further at the Circulation Desk on S-2.

Law Library books do not circulate out of the building. You may keep a book on the holdshelf, where it will be ready for you to use when you come into the library, or you may apply for a carrel. Once you have a carrel, law library books can be checked out to that carrel. To apply for a carrel, ask at the Circulation Desk.

University of Michigan Law School
Law Library
 Library Information | Law Students | Journals | Law Faculty | UM & Public
 Quick Links [dropdown] GO
 A-Z Index | Sitemap | Catalog
 Library Hours: 8AM to midnight June 2–November 23

Law Library Account Login *What's an Alternate ID?*

Please enter the following information:

Enter your last name only. (Cite checkers see your Managing Editors for instructions.)

NEXT enter either your ID# or your alternate ID
 Students and Faculty use MCard UMID#. (Cite checkers see your Managing Editors for instructions.)

OR Alternate ID:

LOGIN

Address: 801 Monroe St, Ann Arbor, MI 48107-1210
 Tel: 734.764.9324

Follow the prompt to enter your last name and ID# or an alternate ID (an alternate ID is a password you create to use to log into your Law Library Account instead of your UMID number). Add any information you think might be helpful. *If you don't have an office or carrel, please fill in your e-mail address in case we need to contact you.* Choose a "cancel if not filled by" date, i.e. the date after which you no longer need the item.

Requesting **Michigan law review**
 Choose one item from the list below: **REQUEST SELECTED ITEM**

Mark	LOCATION	CALL NO.	STATUS
<input checked="" type="radio"/>	Annex Journals	K13 .I35 v. 1 1902/1903	
<input type="radio"/>	Annex Journals	K13 .I35 v. 2 1903/1904	
<input type="radio"/>	Annex Journals	K13 .I35 v. 3 1904/1905	
<input type="radio"/>	Annex Journals	K13 .I35 v. 4 1905/1906	

Mark the volume or copy you want by clicking in the circle next to the description. By default, the first available copy is pre-selected. **You must next click on Request Selected Item, upper left hand corner.** Upon doing so a confirmation page will appear, with instructions for further actions.

Your request for **Michigan law review** was successful.

Annex Journals	K13 .I35 v. 3 1904/1905	
----------------	-------------------------	--

If this request was successful and you have an office or carrel, the volume will be checked out and delivered to you. If you don't have an office or carrel, pick it up at the Circulation Desk on S-2 when it is ready.

If this request was not successful, inquire at the Circulation Desk on S-2; Law School faculty, contact Phone Page.

"Start over" takes you to a new search.

With this method, it is only possible to select one item at a time. **To avoid re-verifying your name and ID number each time, first log into "My Record".**



You can save a number of records then request them all at once, but the system is less specific about problem requests when you use this method.