

University of Michigan Law Library

ORIENTATION TOUR

Fall 2016

This tour is intended for patrons who have little or no familiarity with the Law Library or the process of legal research.

As you listen to the tour, if you are unable to find a particular location or would like additional information, please ask for assistance at the reference desk.

Also please note that the library collection is constantly being improved. As a result, the location of certain resources may change. If any changes have occurred since the time this tour was recorded, an errata sheet with the changes will be attached to the front of this handout.

Allow at least twenty minutes to complete this tour.

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<u>Track 1</u>	Introduction
<u>Track 2</u>	General Library Information <ul style="list-style-type: none"> • Layout of the library • Emergency exits • Cell phone policy • Food and drink policy
<u>Track 3</u>	Location 1 – Circulation Desk, Sub-2 Core <ul style="list-style-type: none"> • Hours • General circulation policy • Circulation services <ul style="list-style-type: none"> ○ Check out materials to a study carrel ○ Access closed reserves ○ Apply for a study carrel ○ Access the microfiche collection ○ Search and recall books ○ Troubleshoot problems with copy and microform machines
	Location 2 – Reserves & Microform Readers <ul style="list-style-type: none"> • Reserves collection, Avern Cohen Fiction Collection, Writing Reserve Collection • Group Study Rooms; S-215, S-217, and S-221 • Microform readers
	Location 3 – Federal Materials <ul style="list-style-type: none"> • Supreme Court and federal reporters • United States Code and annotated codes • Federal Register and Code of Federal Regulations
	Location 4 – CALR Room, Copy and Printer Room <ul style="list-style-type: none"> • Computer Assisted Legal Research (CALR), Room S-236 • Lexis and Westlaw access • Lexis printer • Library copier/printer/scanner
	Location 5 – Michigan and Other State Materials <ul style="list-style-type: none"> • State statutes • Court reports and digests • Other primary material

<u>Track 4</u>	Location 6 – Entrance and Reference Desk – Sub – 1 Core <ul style="list-style-type: none"> • Entrance Station • Reference desk services • Staffed by professional reference librarians and student assistants • Hours
	Location 7 – Reference Area Computers, Reference Collection <ul style="list-style-type: none"> • Computers and printer • Reference Collection: <ul style="list-style-type: none"> ○ Restatements ○ Encyclopedias ○ Other primary and secondary resources
	Location 8 – Rare Book Room and Library of Congress Collection <ul style="list-style-type: none"> • Jackier Rare Book Room • Display of Faculty Publications • Beginning of books and treatises on all subjects with LC (Library of Congress) call numbers • S-180; Law Library Administration Office <ul style="list-style-type: none"> ○ Lost and found
<u>Track 5</u>	Location 9 – Sub-3 Core <ul style="list-style-type: none"> • Student Journal Offices
	Location 10 – Compact Moveable Shelving <ul style="list-style-type: none"> • Journals and Retro Collections
	Location 11 – Computer Lab <ul style="list-style-type: none"> • PC and Mac • Law students only • Printer/scanner
<u>Track 6</u>	Conclusion

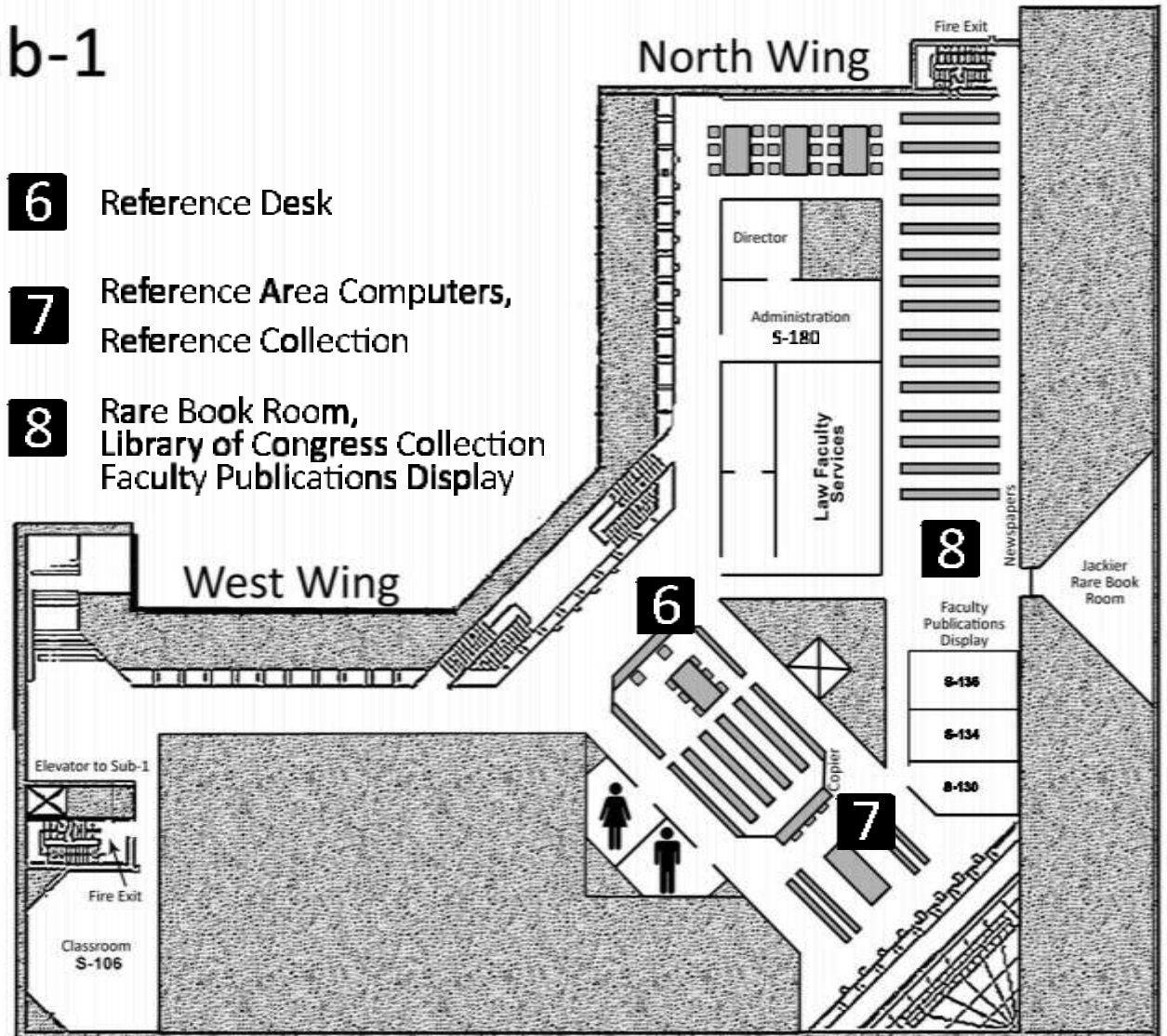
University of Michigan Law Library Smith Addition

Sub-2

- 1** Circulation Desk
- 2** Reserve Area
- 3** Federal Materials
- 4** CALR Room
- 5** State Materials



University of Michigan Law Library Smith Addition Sub-1



University of Michigan Law Library Smith Addition

Sub-3

- 9** Core
- 10** Compact Shelving
- 11** Computer Lab

