

University of Michigan Law Library *Modus Operandi*

Rare Books

Jackier

Rare Book Room The Jackier Rare Book room is located on S-1 West. 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 and H on the Lexcalibur 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.

An alternative for both groups is explore purchasing a microfilm copy of the book at this library, either through their home library's interlibrary loan service or by calling the Law Library's Expedited Photocopy Service at 734-

763-0324. Not all rare books can be filmed.

--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.

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.