PASS APPLICATION PROCEDURE

**Visitor Pass**  We welcome visitors to look around our building for a short time. Please pick up a Visitor Pass at the Reference Desk and ask for the handout on facts about the Law Library and Law School. This pass does not allow you to use our books or to study here. If you need to use the collection for research, please apply for one of the passes described below.

**Please remain quiet;** noise travels and disturbs others.

**Seven-Day Pass**  If you have a short-term research project or if you first arrive to use the collection evenings or weekends, apply at the Reference Desk for a Seven-Day Pass. You may obtain up to two Seven-Day Passes during a semester if you have not already obtained another type of pass. If you need to use the Law Library for a more extended period of time, you must apply for a Collection Use Pass or a Research Pass.

**Collection Use Pass**  This pass allows you to use the collection for course work or personal research.

This pass is good for one semester, Mondays through Saturdays.

You may be eligible for a Collection Use Pass if you:

--Need to use material in the Law collection not available elsewhere on campus, and

--you need to use the collection for a purpose such as writing a paper for a course, writing an honors thesis, completing class assignments or doing personal research.

Collection Use Passes may be obtained by an instructor who has made previous arrangements with us, but individuals may also apply at the Reference Desk. We ask for documentation of your need. Please apply at the Reference Desk. If you have questions, call 764-9324.

**Research Pass**  You may be eligible for a Research Pass if you:

--Need to use material in the Law collection not available elsewhere on campus, and

--you need to make long term extensive use of the collection, such as for a PhD; or

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--you are a full-time law student at another law school.

We ask for documentation of your need. Please apply at the Reference Desk. If you have questions, call 764-9324.

See other side for Access Policy
ACCESS POLICY

Research access The University of Michigan Law School welcomes researchers to the underground Law Library (the Smith Addition). This policy assures that seating and assistance will be available to users, and ensures a quiet research atmosphere in the Smith Addition.

General study Anyone is welcome to study in the Reading Room, which is open for general study to all.

Who may enter the Smith Addition

- By showing identification:
  --U of M Law School Faculty and Students:  A current U of M ID which can be verified in the Law Library's database.
  --U of M Faculty: A Faculty ID which can be verified in a directory, with status of professor (assistant, associate, emeritus).
  --Attorneys: A valid Bar card from any state or country. Attorneys from jurisdictions without bar cards should apply for a Research Pass.

- By obtaining, or showing one of the following passes:
  --Visitor Pass:  to look around the building for a short time.
  --Seven-Day Pass:  to use the collection for seven days; you may obtain up to two in a a semester. To use the collection for a more extended period of time, apply for one of the following two passes:
  --Collection Use Pass:  to use the library's collection for a semester, Mondays through Saturdays.
  --Research Pass:  to make long term extensive use of materials in the Law Library and not available elsewhere on campus.

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Revised December 23, 2002
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FURTHER EXPLANATION AND PROCEDURES, OVER
Last Revised December 23, 2002