Law Library Venda-Cards

**Venda Cards**

Green, hard-plastic, re-usable copier cards are sold from card dispenser/encoder machines located in the copy rooms in the underground addition and in the Main Desk/ Open reserve (S-2) area.

The green U of M Law Library Venda-cards will work ONLY on U of M Law Library copiers.

Cards sold in other campus libraries will NOT work on Law Library copiers; if you try to use one, it will jam the machine.

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**-cost of copies**

Copies cost 6¢ each when payment is made by using a Venda-card.

**-cost of card**

The minimum purchase is $1, which will purchase a card that is encoded with a value of 50¢. You may also use a $5, $10, or $20 bill to purchase cards, but *when the card ejects it will only have 50¢ value on it.*

**IMPORTANT**

To obtain the remaining value of a card purchased with a $5, $10, or $20 bill, you must *immediately reinsert the card* in the top slot of the dispenser.

**Sign your card**

*Print your name on the card.* If your name isn’t on your card, you can’t retrieve it from Lost & Found.

**Adding value**

Once the amount originally purchased has been used, additional value can be added to the card. To do this, follow these steps:

1. **First** insert your card
2. **Then** insert a bill in the card dispenser/encoder machines.
   - The machine will add the *full value* of the bill you insert; if you want only to add a portion of the bill, you must get a smaller bill. You cannot add value less than $1.00.

**No refunds**

Copy cards are the same as cash; there are **no refunds for lost, damaged, or stolen cards or for unused value.** Keep the value low towards the end of the term.

Terminals on the copy machines will reject cards with values less than 6¢. There are no refunds for card values of 6¢ or less, but you can continue to use low-value cards by adding value.
Lost cards  Many lost cards are turned in. Check in Lost & Found in S-180, 8-Noon, 1-5 p.m., M-F for lost cards.

If you discover the loss immediately, ask at the Circulation Desk on S-2.

Found cards  If you find a card, turn it in at the Circulation Desk on S-2.

Buying by check  You may buy a card by check from the Circulation Desk on S-2, where $5, $10, and $20 cards are available for purchase by check.

Buying on UM Account  To charge cards to a University account, go to the Administrative Offices (S-180) during business hours. There may be a wait of 1 to 2 business days before cards can be picked up.

Not a pass!  Possession of a copy card does not entitle the holder access to the Law Library Addition. Only authorized users who display one of the following pieces of identification may enter the addition:

- Current valid U-M Law School ID
- Valid state bar card from any state
- Law Library Course Related Use Pass
- Law Library Research Pass

If you have a pass that will soon expire, do not encode more value than you will use while the pass is current. There are no refunds for unused value.

Figure:  Venda-card for U of M Law Library copiers

![Venda-card for U of M Law Library copiers](image-url)