Underground Above Ground

How to Request A Scan from the Law Library
Two Ways to Request a Scan

1. From a Catalog Record
2. Email the Library Scanning Unit
Requesting a Scan from the Catalog: From a Catalog Record Select Request
Requesting a Scan from the Catalog:
Login into your library account

Law Library Account Login

Please enter the following information:

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

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
Requesting a Scan from the Catalog:
In the notes field enter what you want scanned

- Please scan chapter 1.
Requesting a Scan from the Catalog: Request the Item

<table>
<thead>
<tr>
<th>Mark</th>
<th>LOCATION</th>
<th>CALL #</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td>Smith</td>
<td>K5103 .M49 2006</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>○</td>
<td>LawSchl Coll</td>
<td>K5103 .M49 2006</td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

After you mark which item you want, **remember to click the REQUEST SELECTED ITEM button (above) before leaving this screen. Your request will not be completed until that step is taken.**
Requesting a Scan from the Catalog

Once the request is submitted the scan will be delivered to you via email in 1-3 days, though often much faster.
OR
Request a Scan via Email:
Email: lawlibrequest@umich.edu

Your email should needs to contain the following information to prevent delays in scanning:

1. Book Title
2. Author
3. Publication Year or Edition
4. Pages or Chapter that you want scanned
Law Library Scanning Limitations

The Law Library is limited by US Copyright Law on the amount of material that can be scanned from any single source. General guidelines are that Law Library cannot scan more than an article from a journal or more than a Chapter or 10% of a single book. If your scan exceeds these limits you will be notified.
Scan it Yourself

Law Library has several scanners within the building that are available for on demand and after business hour scans. There is a scanner located on every floor of the underground Law Library.