How to Request Scans of Law Library Materials (U-M Law Students only)

The Law Library’s scanning and student document delivery service is for research purposes. That means that we cannot scan course texts, casebooks, or study aids. If you need digital copies of portions of these materials, the Law Library has many scanners available for your use.

Request a Scan Through the Catalog

1. Find the book or journal in the Catalog. Make sure you click the title to go into the full record for the item!
2. Click the “Request a Scan” button.
3. You’ll be redirected to the ILL logon page. Log in using your uniqname and UMID number.
4. The scanning request form will automatically import all of the bibliographic information about the item, and you’ll just need to enter the page range or chapter number that you want scanned and click “Submit”.

How we deliver completed scans to you

We will deliver completed scans to you through your ILL account page, which is the same system you logged into when placing your scanning request. When we deliver a scan to your ILL account, you’ll receive an email notification from us; that notification also has a link that you can click to go right to your ILL account. Uploaded scans will remain on your ILL account page for 90 days unless you delete them. You’ll also be able to track the status of your scanning requests via your ILL account page.

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Any changes to the scanning policy will be reflected in the FAQ.