HARVARD LAW SCHOOL LIBRARY
ACCESS APPLICATION
Langdell Hall, Cambridge, MA 02138
E-MAIL: access@law.harvard.edu   **FAX:** 617 496-2666   **PHONE:** 617 495-3455

INSTRUCTIONS:
1) CLEARLY PRINT your personal information as requested below.

2) ON BACK check all categories that describe you or your need to use the library.

PRINT NAME: _____
                        [First]   **[Last]**

INSTITUTION / EMPLOYER: _____

E-MAIL: _____   **PHONE**: [optional] _____

STATE / COUNTRY: _____

Access Period Requested *: _____/_____/_____ to _____/_____/_____
                                    [Begin: month /   day /   year]   **[End: month /   day   /   year]**

* Access period requested cannot be longer than an academic year. Students requesting access should be prepared to document a specific need to use the Harvard Law School collection. We are unable to provide semester long study space for students not affiliated with Harvard University.

Brief description of materials you wish to use:

_____

_____

STAFF USE ONLY

HLS LIBRARY ACCESS CARD _____
                          Write expiration date on the back of the white HLSL card.

TYPE OF I.D. PROVIDED: _____

_____/_____/_____ $_____   _____
    today's date   **fee paid**   **staff initials**

DESCRIBE FOLLOW UP REQUIRED or QUESTIONS:

3/28/2016

HARVARD UNIVERSITY AFFILIATION

☐ Harvard Law School Alumni
☐ Harvard Law School Affiliated Programs   e.g., EALS, PIL, Real Colegio, PON, Berkman Center
                   (Letter of introduction from the program or Program I.D. required)
☐ HU Affiliated Programs (Letter of introduction from the program or Program I.D. required)
☐ HU Alumni (Photo ID required) [$20 fee/day] * *3 days/yr free*
☐ HU Extension School Students, part-time
    (Registration receipt required. Must document need to use the collection, e.g. class on law, government, Islamic studies)
☐ New Faculty, Staff, Fellows, Retirees (Letter of appointment or HUID required)
☐ Guests of HU or HLS Students/Staff/Faculty (Must be accompanied by HU affiliate OR have a letter of
   introduction from HU faculty or staff)
☐ Incoming Students (Letter of acceptance or HUID required)
☐ Cross-registered/auditing MIT, BC or other student taking class at Harvard Law School

NO HARVARD UNIVERSITY AFFILIATION

Academic Affiliates

☐ Law Students OUTSIDE BOSTON AREA (Law School ID required.)
    ☐ *International*   ☐ *Within U.S.*
☐ Law Students IN BOSTON AREA
    ☐ *$20/day * 3 days/yr free*   ☐ BU or BC Law – ARL **   ☐ *Letter from reference librarian*
☐ BAR/BRI students (Bar Review Program ID required) [$20 fee for 2 months]
☐ College or University Students (School ID required)
    ☐ *$20/day * 3 days/yr free*   ☐ *ARL Institution or MIT *** ☐ *Letter from reference librarian*
☐ College or University Faculty, Staff, Librarians, or RA (School ID OR letter of introduction required)
    ☐ *International*   ☐ *Within U.S.*
☐ PhD Candidates or Graduate Students (Must provide an academic letter of introduction OR document a
   specific need to use a part of the collection)
    ☐ *International*   ☐ *Within U.S.*   ☐ *ARL Institution (BU, BC); or MIT*
☐ Librarian - NELLCO, LLNE, AALL, AALS, ABLL (Employer ID, business or membership card required)

Collection Users   [1-3 days. Inquire about extension.]

☐ Users of Government Docs: US or EU *Depository* items
☐ Users of materials unique to HLSL, except Special Coll. (Patron must provide citations or letter
   from reference librarian stating that HLSL is only area library where cited materials are available)

Government Affiliates/Non-Profit Access

☐ Government Employees, i.e., Federal, State, City, Court (Business card OR government ID required)
☐ Employees of non-profit organization (Organization ID OR letter of introduction) [$20/day] **

Standard Access

☐ Employees of for-profit law firms, corporations, or self-employed researchers [$20/day]
☐ No affiliation with any categories above [$20 fee/per day] (Reduced fee for a week or longer, see below)

Individuals – Extended Access Fee Schedule   (Corporations please contact Access Dept. in advance.)

	DAY	WEEK	MONTH	6 MONTHS	YEAR
Standard Access	$20.00	$70.00	$175.00	$500.00	$700.00
* Boston Area Students, HU Alumni, Non-profit employees **Free for up to three days per calendar year.**	$20.00	$40.00	$85.00	$250.00	$350.00

** Boston Area ARL (American Research Libraries) Institutions: BU Libraries, BC Libraries. Outside Boston: consult arl.org.
   ARL Institutions, and Harvard University/MIT, have a reciprocal arrangement for no fee access to their collections.