

**THE UNIVERSITY OF MICHIGAN**

**THE LAW LIBRARY**

# **TRAINING SESSION E**

## **Introduction to the Collection**

Rev. 12/07

## **Introduction to the Collection**

### **Overview**

The goal of this training session is to explain how the Law Library's collection is arranged. You should have already taken the employee building tour (Training Session C, Employee Building Tour) which explains the physical layout of the building.

The Law Library consists of the Annex (the ten floors of the Legal Research Building, the above ground building) and Smith (the three floors, the subs, of the underground addition).

The ten floors of the Annex are a closed stacks area. That means that it is not open to casual browsing. Patrons can use books from this area by submitting a request to have the books retrieved for them. Patrons can also apply for a pass at the Circulation Desk to obtain direct access to the Annex collection.

The Law Library has over fifty different call numbers and over a dozen different locations. The following pages provide an overview of the different levels in both Library buildings and tell which locations and call numbers are housed on each level.

Section One of this handout is a brief tutorial on how to read the online bibliographic record to determine location and call number. Section Two contains floor by floor maps and text that give a general outline of what is housed on each floor.

### **Instructions**

At the end of the handout are a set of exercises, a quiz, and an evaluation form for this training session. Please complete the exercises and quiz, and give them to your supervisor. Also, please fill out the evaluation form and give it to your supervisor – that feedback helps us make these training sessions as current and as helpful as possible.

You should retain this handout as a handy reference tool, but remember that the Library is in the process of reclassifying the collection into the Library of Congress call number system, so the information presented here will change rapidly.

If you still have questions after reading the information presented in this training session, please check with your supervisor. If it is essential to your job, your supervisor will let you know when any of this information changes.

## Section One: Tutorial – How to Determine Location and Call number

UMich Law Library Catalog (formerly known as Lexcalibur) is the Law Library’s online catalog, which can be accessed via the web. Books in the Law Library are listed in the catalog with both a location and a call number. The location gives general information about where a book is located (which floor, or which wing a book can be found on). The call number gives more precise information as to where a book is shelved. In order to find where a book is shelved in the Law Library, you need to know both its location and call number.

### **Information about Library of Congress Classification – Location “LC Coll”:**

The Law Library has been assigning call numbers to new books according to the Library of Congress (LC) Classification scheme since January of 2002. These books have been given the location “LC Coll” and may be found on Sub-1 North. Books with new LC call numbers have been shelved separately from books with older Law Library call numbers.

It can be difficult to distinguish books with Library of Congress call numbers from books with the older system of Law Library call numbers (such as treatises, FL’s, JX’s, and MC’s). However, if you use steps 1 and 2 in this section, looking at both the location and call number, you should be able to use a catalog record to find where in the building a particular book is shelved.

A project to reclassify our entire collection to Library of Congress call numbers has been started and we have begun relabeling and moving books. On the Law Library website, look for an

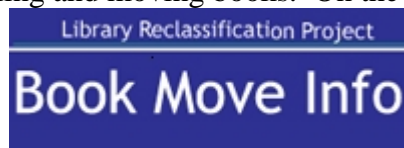


image that looks like this:

When you click on this logo, you will be taken to a page with information about the book move.

### **To find a book in the Law Library:**

**1. Look up the location listed in the catalog on the call number locator** (also called the public book locator; see page 4 or use the following url for the most recent call number locator: <http://www.law.umich.edu/library/libserv/pdf/Documents/callnoloc.pdf>). There are various locations in this Library, such as “LC Coll”, “Ref Coll”, and “Stacks”.

The most general location in the Law Library is “Stacks”. The location “Stacks” in this library refers to both our Open Stacks in the Smith Addition, floors Sub-1, Sub 2, and Sub-3, and our Closed Stacks, floors 1-10, in the Annex.

**2. If you are looking for a book whose location is “Stacks”, find the call number under “Stacks” on the call number locator.**

**3. Click on the Book Move logo.** Check “What’s New?” to look for changes that are in progress and may not appear on the call number locator.

**What to do if you can't find a book where you expect it to be:**

Now that the Library is reclassifying the entire collection, your call number locator may be out of date when you go to look for a book. **If a call number or book is not where you expect it to be:**

1. Check the end of the aisle to see if the Circulation Department has posted a sign notifying patrons where the books have been moved to.
2. Ask at the Circulation Desk on Sub-2 if you don't see a sign.
3. Check the Book Move logo on the Library website.

If your call number locator is out of date, and your job requires you to use one, your supervisor can obtain a current locator for you. On the next page is an image of an outdated book locator. The most recent call number locator can be found on the Library website by clicking on "Library Information & Services" on the left side under **About the Library**, then choosing **Using the Library**.

**Using the catalog to find a book in the Law Library:**

Following are a couple of examples of catalog records and how to navigate them in order to determine the location and call number of a book. Look at the catalog records on the two pages following the book locator.

**BOOK LOCATOR -- UNIVERSITY OF MICHIGAN LAW LIBRARY**

<b>LOCATION</b>	<b>MATERIAL SHELVED IN:</b>
<b>Annex</b>	Closed Stacks* -- submit a request item online or apply for a Closed Stacks pass at the Circulation Desk on S-2.
<b>Annex AAT</b>	Submit a request item online. Books are retrieved by paging only*
<b>Annex Journals</b>	Closed Stacks* -- submit a request item online or apply for a Closed Stacks pass at the Circulation Desk on S-2.
<b>Annex Oversize</b>	Closed Stacks* -- submit a request item online or apply for a Closed Stacks pass at the Circulation Desk on S-2.
<b>CLSD RES</b>	S-2 Core behind Circulation Desk -- ask at the Circulation Desk on S-2.
<b>Cook</b>	Jackier Rare Book Room -- by application only; inquire at the Reference Desk on S-1.
<b>F</b>	Closed Stacks* -- submit a request item online or apply for a Closed Stacks pass at the Circulation Desk on S-2.
<b>FOLIO</b>	Closed Stacks* -- submit a request item online or apply for a Closed Stacks pass at the Circulation Desk on S-2.
<b>H</b>	Jackier Rare Book Room -- by application only; inquire at the Reference Desk on S-1.
<b>Journals</b>	S-3 North
<b>LC Coll</b>	S-1 North
<b>LawSchl Coll</b>	S-2 Core
<b>Microforms</b>	S-2 Core
<b>Oversize</b>	S-2 West
<b>Private</b>	Not available for public use; see Reference for help finding an alternative source.
<b>Rare Books</b>	Jackier Rare Book Room -- by application only; inquire at the Reference Desk on S-1.
<b>Rare Books FOLIO</b>	Jackier Rare Book Room -- by application only; inquire at the Reference Desk on S-1.
<b>Ref Coll</b>	S-1 Core
<b>Ref Desk</b>	S-1 Core
<b>Reserve</b>	S-2 Core
<b>Retro</b>	S-3 North
<b>RR</b>	Reading Room
<b>Storage</b>	Submit a request item online. Books are retrieved by paging only*

**STACKS** See call numbers below to determine where books in the STACKS "location" are shelved:

<b>Call #</b>	<b>Shelved in</b>	<b>Call #</b>	<b>Shelved in</b>	<b>Call #</b>	<b>Shelved in</b>
<b>A1 - Z9999</b>	S-3 West	<b>Eng Repts</b>	Closed Stacks*	<b>Newspapers</b>	S-1 North
<b>ALR</b>	Closed Stacks*	<b>Eng Stat</b>	Closed Stacks*	<b>Public Utilities</b>	Closed Stacks*
<b>Bar Assn</b>	Closed Stacks*	<b>Fed Coll</b>	S-2 West	<b>Records &amp; Briefs</b>	Closed Stacks*
<b>BC</b>	Closed Stacks*	<b>Film</b>	S-2 Core	<b>Regionals</b>	S-2 North
<b>Bibliog</b>	Closed Stacks*	<b>FL2</b>	S-3 North	<b>Repts</b>	Closed Stacks*
<b>Biog</b>	Storage*	<b>FL6-FL8</b>	Closed Stacks*	<b>Retro</b>	Closed Stacks*
<b>Casebks</b>	Storage	<b>Gt Brit</b>	Closed Stacks*	<b>Roman Law</b>	S-3 North
<b>City Charters</b>	Closed Stacks*	<b>Indian Nations</b>	Storage*	<b>Selected Cases</b>	S-1 North
<b>Cong Docs</b>	Closed Stacks*	<b>JX2</b>	S-3 North	<b>Stat</b>	Closed Stacks*
<b>Const Conv</b>	Storage*	<b>JX3-JX9</b>	S-2 North	<b>State Coll</b>	S-2 North
<b>Courts</b>	Closed Stacks*	<b>Labor Rel</b>	Closed Stacks*	<b>State Reports</b>	Closed Stacks*
<b>Crim</b>	S-2 West	<b>Level 2</b>	Closed Stacks*	<b>Superseded Encyc</b>	Closed Stacks*
<b>CT</b>	Closed Stacks*	<b>LLF [Looseleaf Serv]</b>	S-2 West	<b>Superseded LLF</b>	Closed Stacks*
<b>DC</b>	Closed Stacks*	<b>LR</b>	Closed Stacks*	<b>Trials</b>	S-3 North
<b>Direct</b>	Closed Stacks*	<b>MC</b>	Closed Stacks*	<b>US</b>	S-3 West
<b>Eng Abridg</b>	Closed Stacks*	<b>Mich Coll</b>	S-2 North	<b>Workers Comp</b>	Storage*
<b>Eng Docs</b>	Closed Stacks*	<b>Micro</b>	Submit microfiche request form at the Circ. Desk on S-2		
<b>Eng Per</b>	S-3 North	<b>Misc</b>	Closed Stacks*		

**\*How to Get Books from Annex AAT, Closed Stacks & Storage**

**Annex AAT:** Submit a request item online; books are retrieved twice a day M-F and once a day on weekends.

**Closed Stacks:** Submit a request item online or apply for a Closed Stacks pass at the Circulation Desk on S-2; books are retrieved twice a day M-F and once a day on weekends & Closed Stacks passes are available 8 am-5 pm M-F.

**Storage:** Submit a request item online; books are retrieved twice a day M-F and once a day on weekends.

Book Locator rev. 12.05.07

**Example 1:**

Below is the catalog record for *Lectures on legal history and miscellaneous legal essays*. Location and call number information are located near the middle of the record. The location for this title is **Annex** and the call number is **KF213 .A6 1930**. Notice that there are 3 copies and copy 2 is checked out. Look at the call number locator, which tells you that books with the location **Annex** can be found in the closed stacks and that you must submit a request item online or apply for a Closed Stacks pass at the Circulation Desk on Sub-2.

http://lexcalibur.lib.law.umich.edu/record=b1154967

The University of Michigan Law Library

RECORD #

Limit search to available items

**Author** [Ames, James Barr, 1846-1910](#)

**Title** Lectures on legal history and miscellaneous legal essays / by James Barr Ames ; with a memoir

**Imprint** Cambridge : Harvard University Press, 1913

[Persistent URL for this record](#)

LOCATION	CALL NO.	STATUS
<a href="#">Annex</a>	<a href="#">KF213 .A6 1930</a>	
<a href="#">Annex</a>	<a href="#">KF213 .A6 1930</a> c.2	DUE 03-23-08
<a href="#">Annex</a>	<a href="#">KF213 .A6 1930</a> c.3	

**Descript** viii, 553 p. : front. (port.) ; 27 cm

**Note** "All the important writings of James Barr Ames, with the exception of two articles on the Negotiable Instruments Act"--Pref

"The memoir has been made up from a number of articles published at the time of Professor Ames' death"--Pref

**Bibliog.** "The principal sources consulted": p. [29]-33

**Subject** [Law](#)

[Law -- Great Britain -- History](#)

**LC CLASS #** KF213 .A6 1930

**Riin Id #** ocm00598022

**LCCN** 13005391

**More Resources on your Search:**

[Other Resources](#)

Search the [Kresge Library Catalog](#)

Search the [University Library Mirllyn Catalog](#)

Request an [Inter-Library Loan](#)

**Example 2:**

Below is the catalog record for *The international law news*. The location for this title is **Journals** and the call number is **KZ27 .A65 I68x**. The call number locator tells you that Journals are shelved in Sub-3 North.

The screenshot shows a web browser window with the URL <http://lexcalibur.lib.law.umich.edu/record=b1007201>. The page header identifies it as 'The University of Michigan Law Library'. Navigation icons include 'Library Home', 'Start Over', and 'Help'. Below the header are buttons for 'Start Over', 'Request', 'Save Record', 'MARC Display', and 'Another Search'. A search bar contains the record number 'b1007201' and a 'Search' button. A checkbox option reads 'Limit search to available items'. The record details are as follows:

**Title** The international law news  
**Imprint** [Chicago] : Section of International and Comparative Law, American Bar Association, [1972-  
[Persistent URL for this record](#)

**Loc** [Journals](#) KZ 27 .A65 I68x  
**Library Has** 1(1972)-  
**Latest Received:** Fall 2007 v. 36 no. 4

LOCATION	CALL NO.	STATUS
<a href="#">Journals</a>	<a href="#">KZ27.A65 I68x</a> v. 1/11 1972/1982 Lacks v.4 no.1, v.7 no.4 & v.9 no.2	
<a href="#">Journals</a>	<a href="#">KZ27.A65 I68x</a> v. 12/14 1983/1985	
<a href="#">Journals</a>	<a href="#">KZ27.A65 I68x</a> v. 15/17 1986/1988	
<a href="#">Journals</a>	<a href="#">KZ27.A65 I68x</a> v. 18/20 1989/1991	
<a href="#">Journals</a>	<a href="#">KZ27.A65 I68x</a> v. 21/23 1992/1994	
<a href="#">Journals</a>	<a href="#">KZ27.A65 I68x</a> v. 24/26 1995/1996	
<a href="#">Journals</a>	<a href="#">KZ27.A65 I68x</a> v. 27/29 1998/2000	
<a href="#">Journals</a>	<a href="#">KZ27.A65 I68x</a> v. 30/32 2001/2003	
<a href="#">Journals</a>	<a href="#">KZ27.A65 I68x</a> v. 33/35 2004/2006	

**Vol/Dates** Vol. 1, no. 1 (Jan. 1972)-

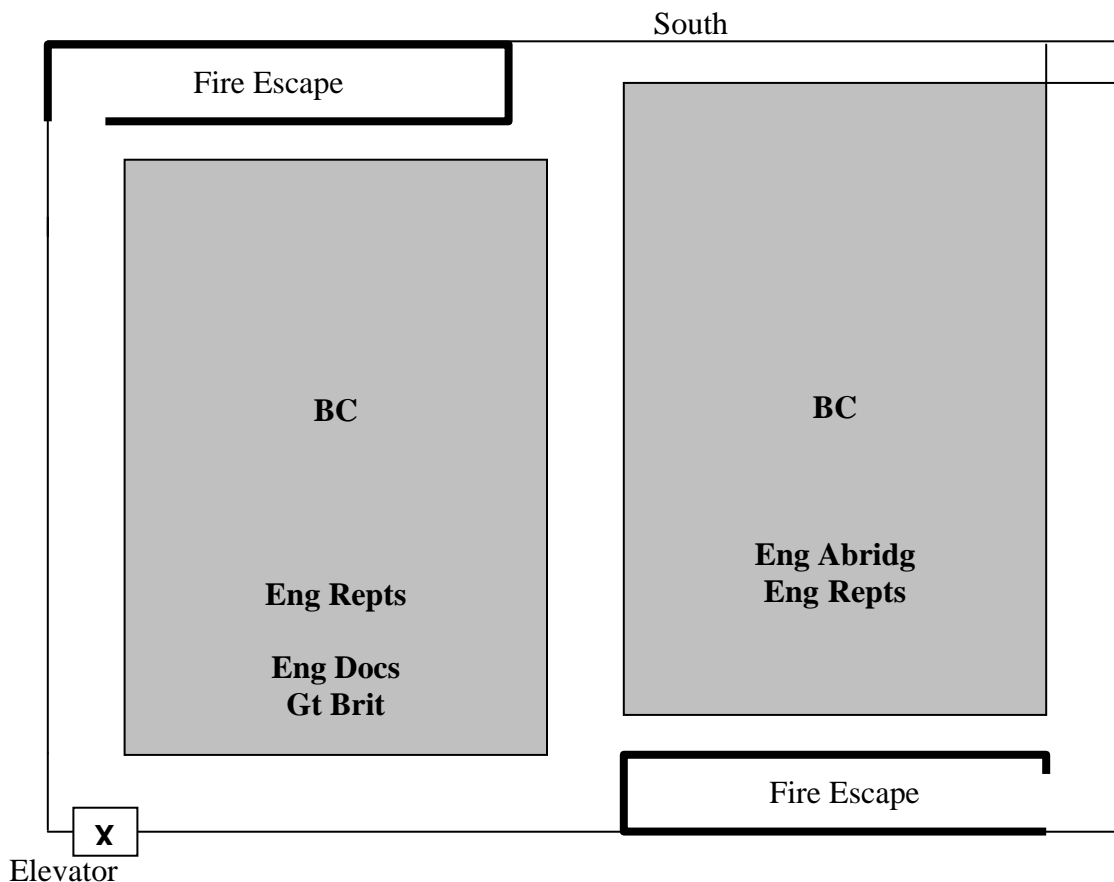
On the right side of the page, there is a sidebar with the following links:

- More Resources on your Search: [Other Resources](#)
- Find in the [Kresge Library Catalog](#)
- Find in the [University Library Mirlын Catalog](#)
- Request an [Inter-Library Loan](#)
- See the [Major Books on International Law List](#)

## **Section Two: Floor by Floor Maps and Explanatory Text**

In the following pages are the floor by floor maps and text that provide a spatial overview of where items in the collection are physically located. The maps start with the 10<sup>th</sup> floor at the top of the Annex (the closed stacks) and proceed down to Sub-3 in Smith (the underground addition).

**LEVEL 10 Annex**



*Location: Stacks*

**British Commonwealth**

Level ten contains British Commonwealth materials. The *location* for all of these materials is “Stacks”.

The call numbers BC, Eng Abridg, Eng Docs, Eng Repts, Eng Stat and Gt Brit are located on this floor.

Eng Docs G786 and BC S45 call numbers are also located on this floor. These are the only two call numbers on level 10 whose books have a call number label on the spine of the book. The rest of the level 10 books only have call numbers written on the fly leaf inside the book and have no exterior labels.

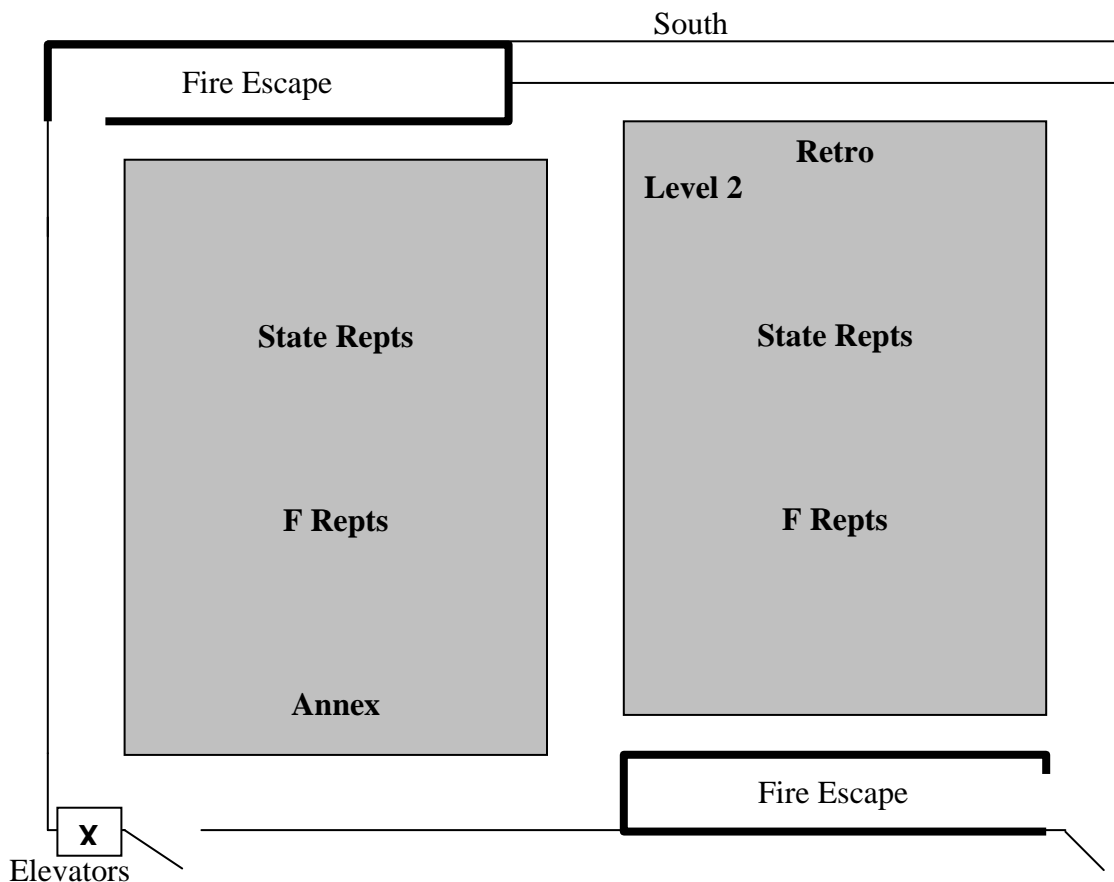
Level 10 starts with English materials and then is followed by British Commonwealth material. BC material is shelved in alphabetical order according to the name of the BC country. The BC collection starts with BC Aden and ends with BC Zanzibar.

As we reclass the collection, we may add additional call numbers here and we will shift the books on this floor to make space for the books that will eventually remain here.

**Annex**

When everything is reclassified, this floor will contain the *location* “Annex”. Annex materials will probably be shelved on Levels 4-10, beginning with LC call numbers that begin with the letter A on Level 10 and ending with LC call numbers that begin with the letter Z on Level 4.

**LEVEL 9 Annex**



*Locations:* F, Stacks, Annex

**Domestic Legal Materials and State Court Reports**

Level 9 houses the call numbers Level 2, and Retro. These call numbers have the *location* “Stacks”. Also shelved on Level 9 are the call number State Repts (*location* “Stacks”) and the F Repts (*location* “F”, call number “Repts”). These are collections of official state reporters, containing cases for the highest and intermediate appellate state courts.

As we reclass the collection, we may add additional call numbers here and we will shift the books on this floor to make space for the books that will eventually remain here.

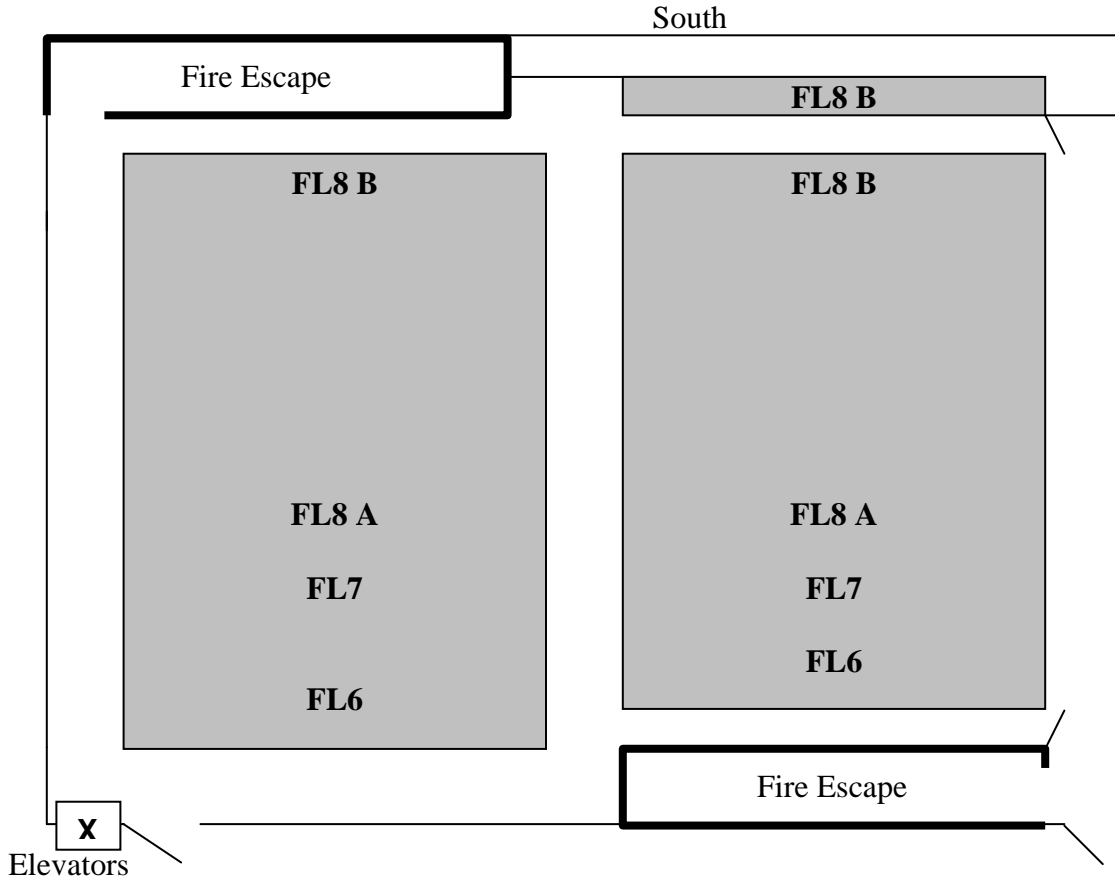
**Annex**

We have already begun to put some books with the new *location* “Annex” on this floor. When everything is reclassified, this floor will contain only the *location* “Annex”. Annex materials will probably be shelved on Levels 4-10, beginning with LC call numbers that begin with the letter A on Level 10 and ending with LC call numbers that begin with the letter Z on Level 4.

**Level 8**

No map for level 8 is included in this handout. *Locations* housed on Level 8 are “F” and “Annex AAT”. Level 8 is a locked floor. Annex AAT materials are available only through paging. Annex AAT materials are Anglo-American treatises published prior to 2000.

**LEVEL 7 Annex**



***Locations for Levels 4 through 7: Stacks***

**Foreign Law: Levels 4 through 7**

Levels 4 through 7 contain most of the library's foreign law collection. This collection contains the law of individual foreign countries. The call number for these materials is FL, and the *location* of all materials on Levels 4 through 7 is "Stacks"

The call numbers FL6, FL7 and FL8 A through FL8 B are located on level 7. The remaining FL8's are located on Levels 6, 5, and 4, as shown on the maps that follow. For the arrangement of FL8's refer to the current FL locator (available at the Circulation Desk).

FL2's, the foreign law journals, are an important part of the foreign law collection that are *not* shelved on these levels. They are shelved on Sub-3 North of the Smith Addition and are discussed later on in this handout.

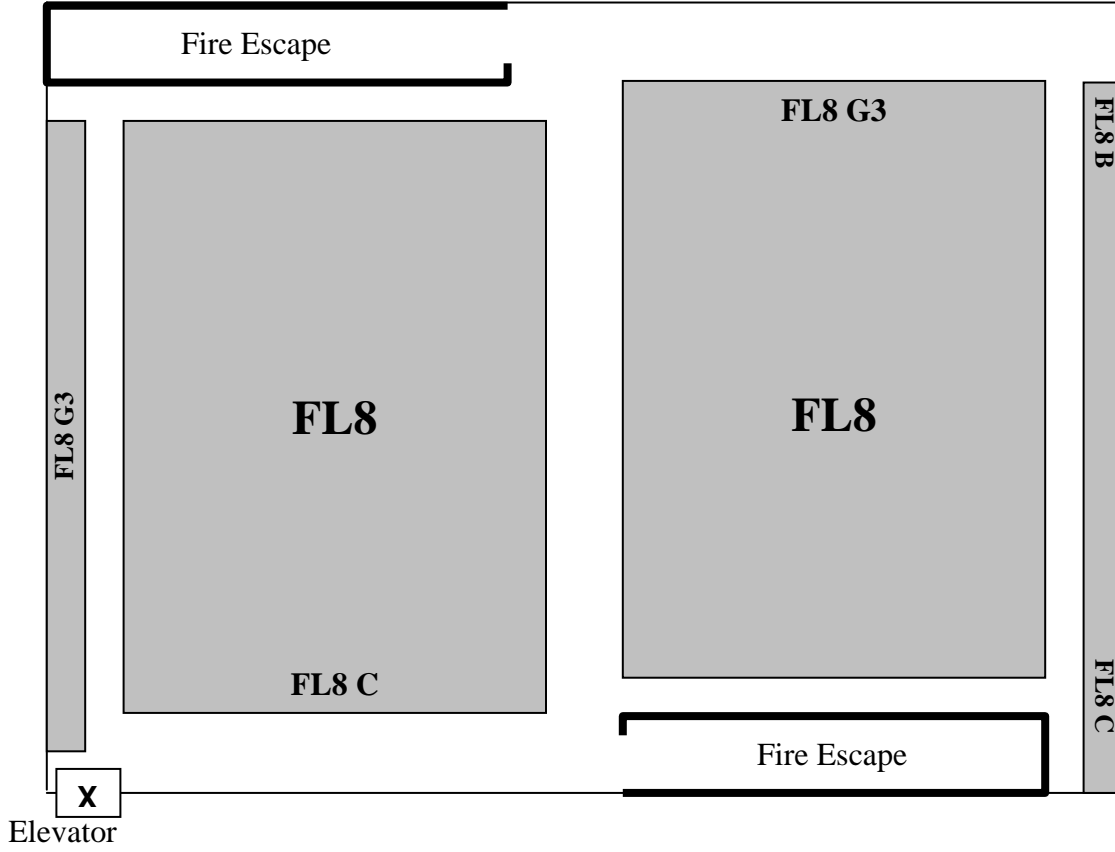
Now that we have begun to reclass the entire collection, we have moved several other call numbers with the *location* "Stacks" to Level 7: Bar Assn, City Charters, Courts, CT, Labor Rels, Misc, Pub Util, Superseded Encyc and Superseded LLF. We may add additional call numbers here and we will shift the books on this floor to make space for the books that will eventually remain here.

**Annex**

When everything is reclassified, these floors will contain the *location* "Annex". Annex materials will probably be shelved on Levels 4-10, beginning with LC call numbers that begin with the letter A on Level 10 and ending with LC call numbers that begin with the letter Z on Level 4.

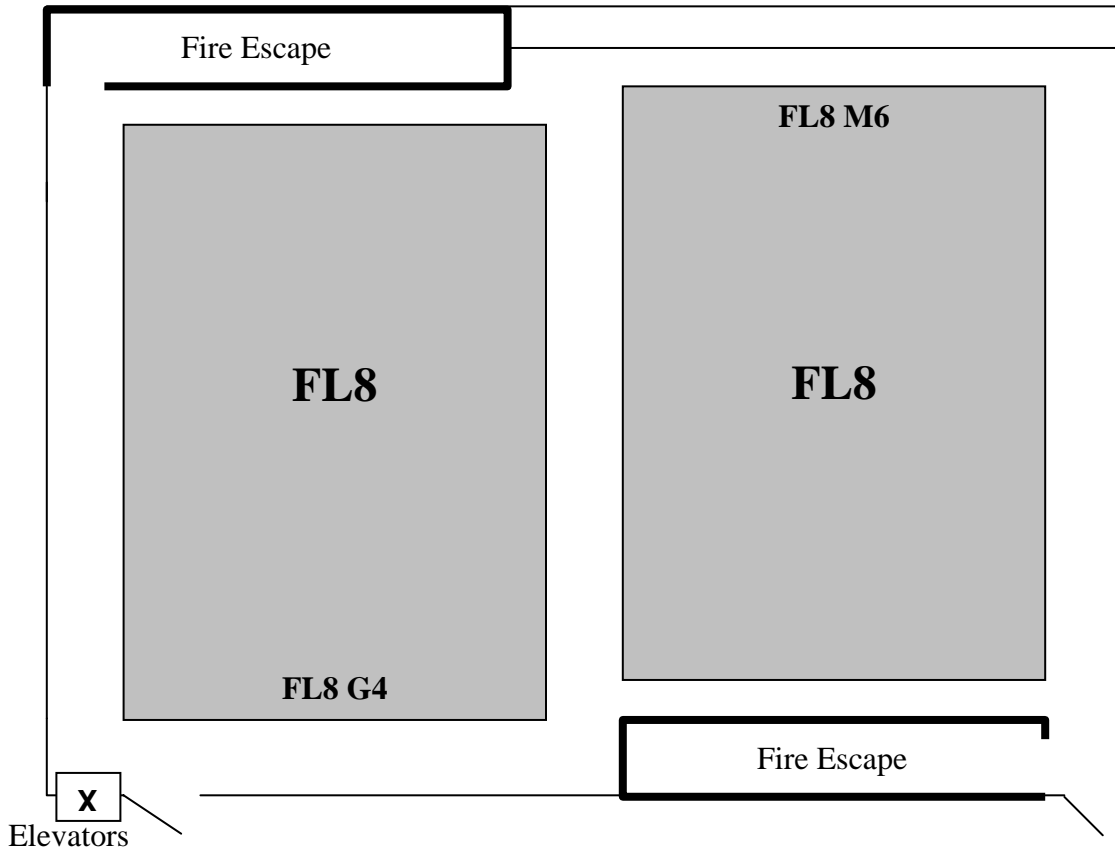
**LEVEL 6 Annex**

South Windows

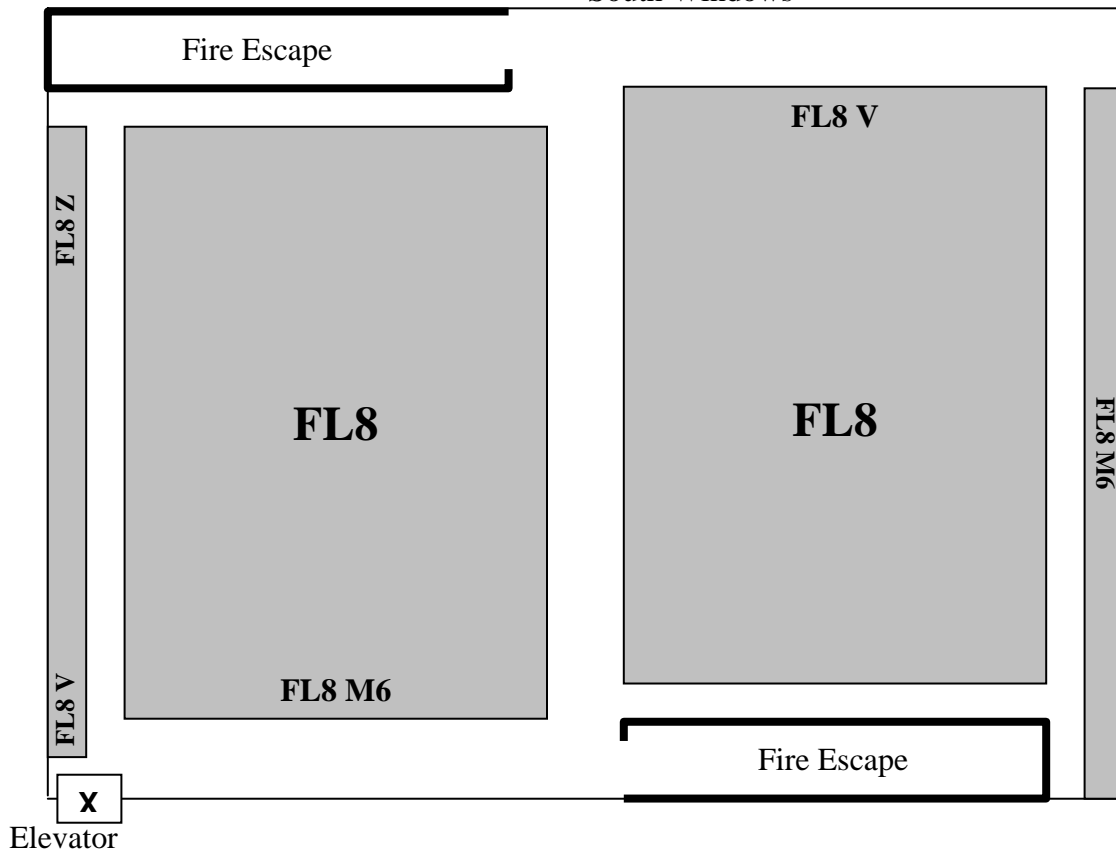


**LEVEL 5 Annex**

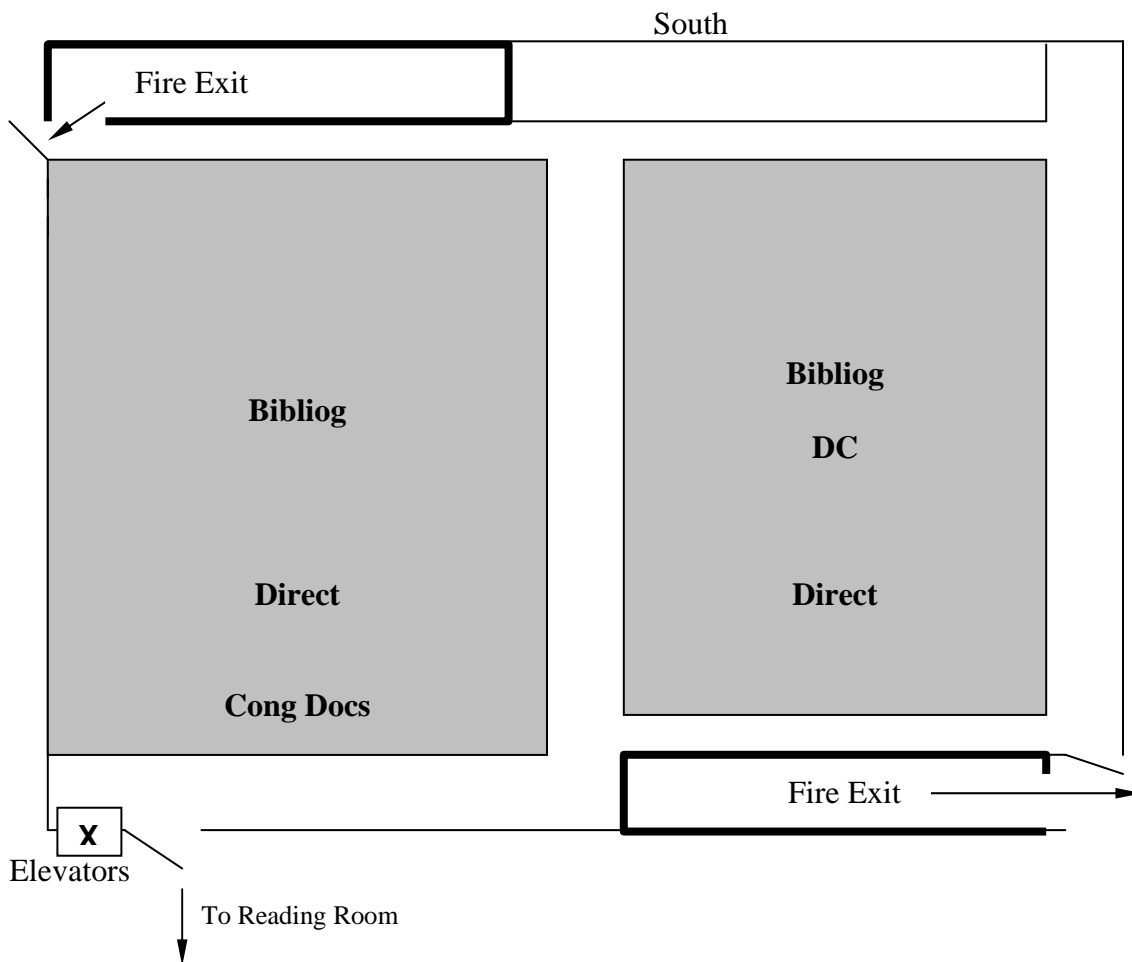
South



South Windows



**LEVEL 3 Annex**



***Location: Stacks***

Level 3 houses the call numbers Bibliog, Cong Docs, DC, Direct and MC. The *location* for these call numbers is "Stacks".

As we reclass the collection, we will be moving these call numbers off this floor and adding the new *location* "Annex Journals".

**Annex Journals**

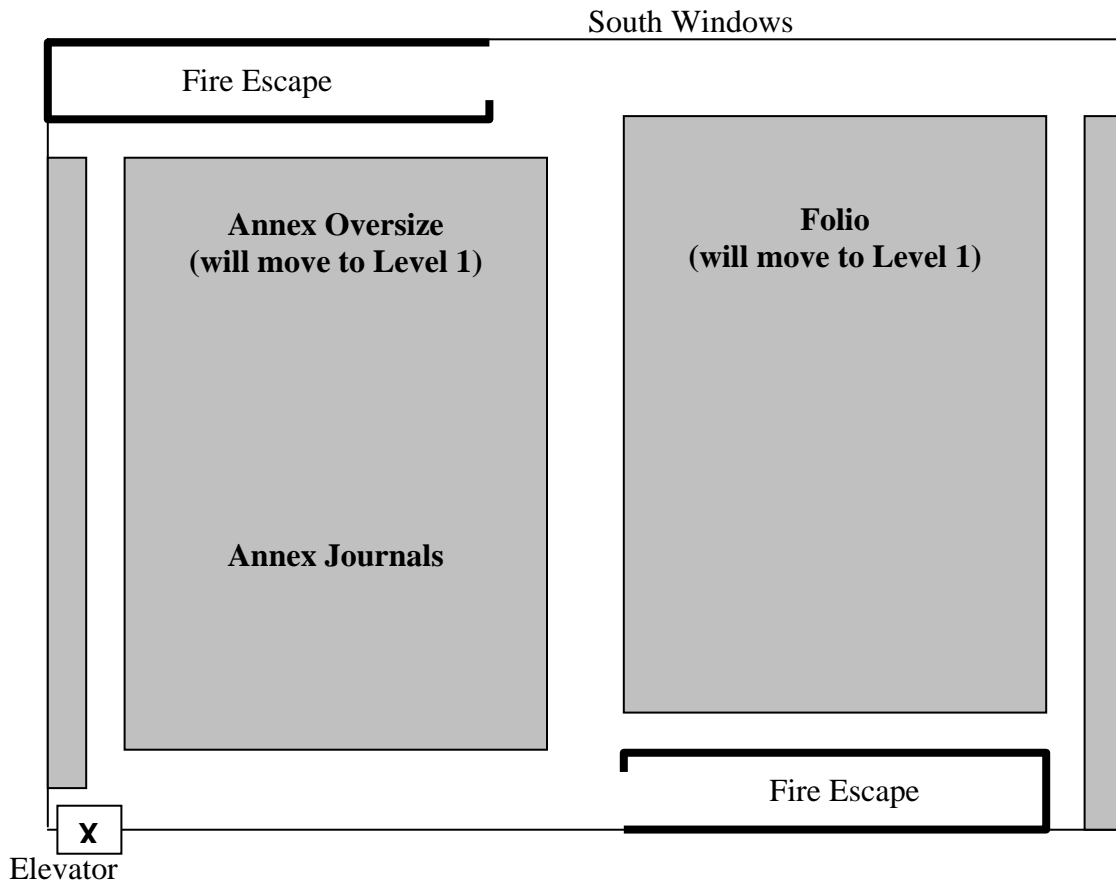
When everything is reclassified, Level 2 and Level 3 will probably contain the *location* "Annex Journals".

**Reading Room**

***Location: RR***

Not shown on this map is the Reading Room, which is also on Level 3. Books in the reading room have the *location* "RR" and are intended for use there. The sets contained in the Reading Room are duplicates of material found elsewhere in the library.

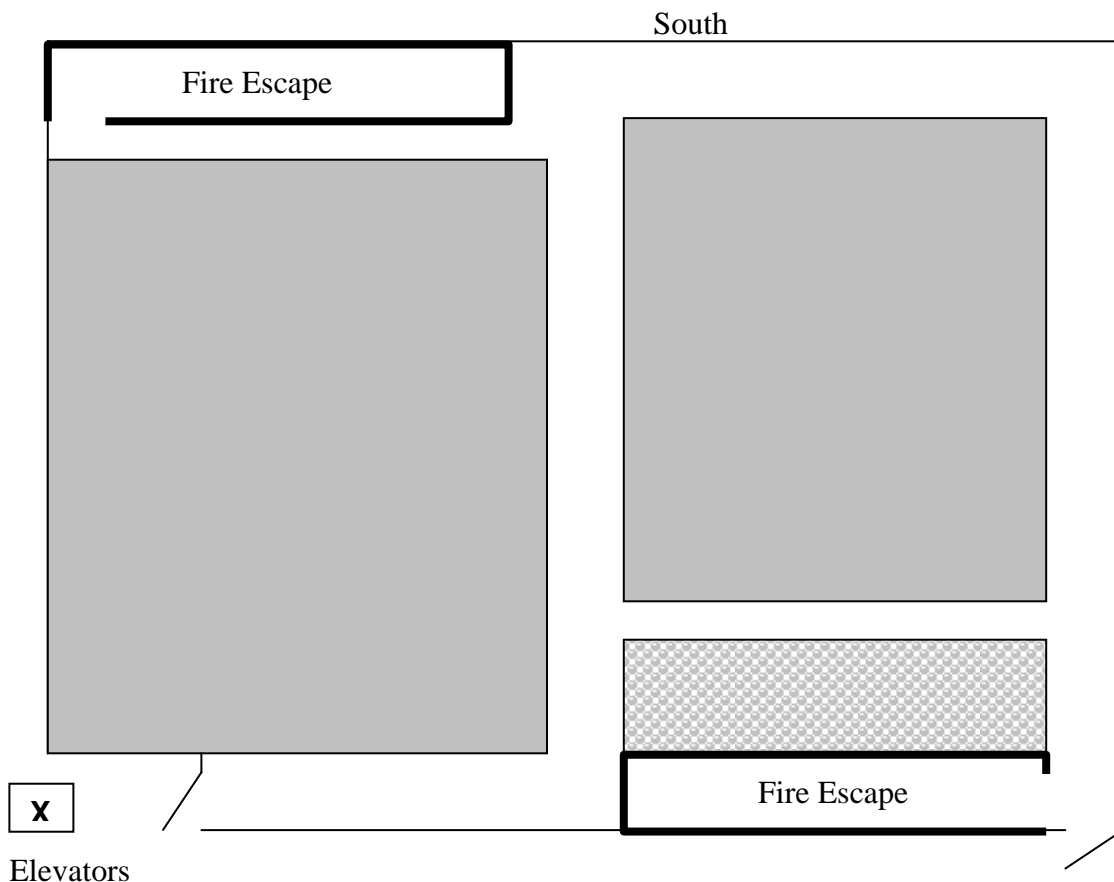
**LEVEL 2 Annex**



***Location:*** Annex Journals

We have currently moved materials with the new *location* “Annex Journals” to Level 2. Everything else is being moved to make room for this new location. The materials with the *locations* Annex Oversize and Folio will be moved to Level 1. When everything is reclassified, Annex Journals will probably be shelved on Level 2 and Level 3.

**LEVEL 1 Annex**



***Location: Stacks***

Level 1 is currently being emptied. It still contains some call numbers with the *location* “Stacks”. All these materials are being moved elsewhere.

**Annex Oversize, Annex Overwide & Folio**

The Folio collection contains oversize (large) volumes from other parts of the collection. This collection is being moved from Level 2 to Level 1. When this collection is reclassified, Folio will no longer be a location.

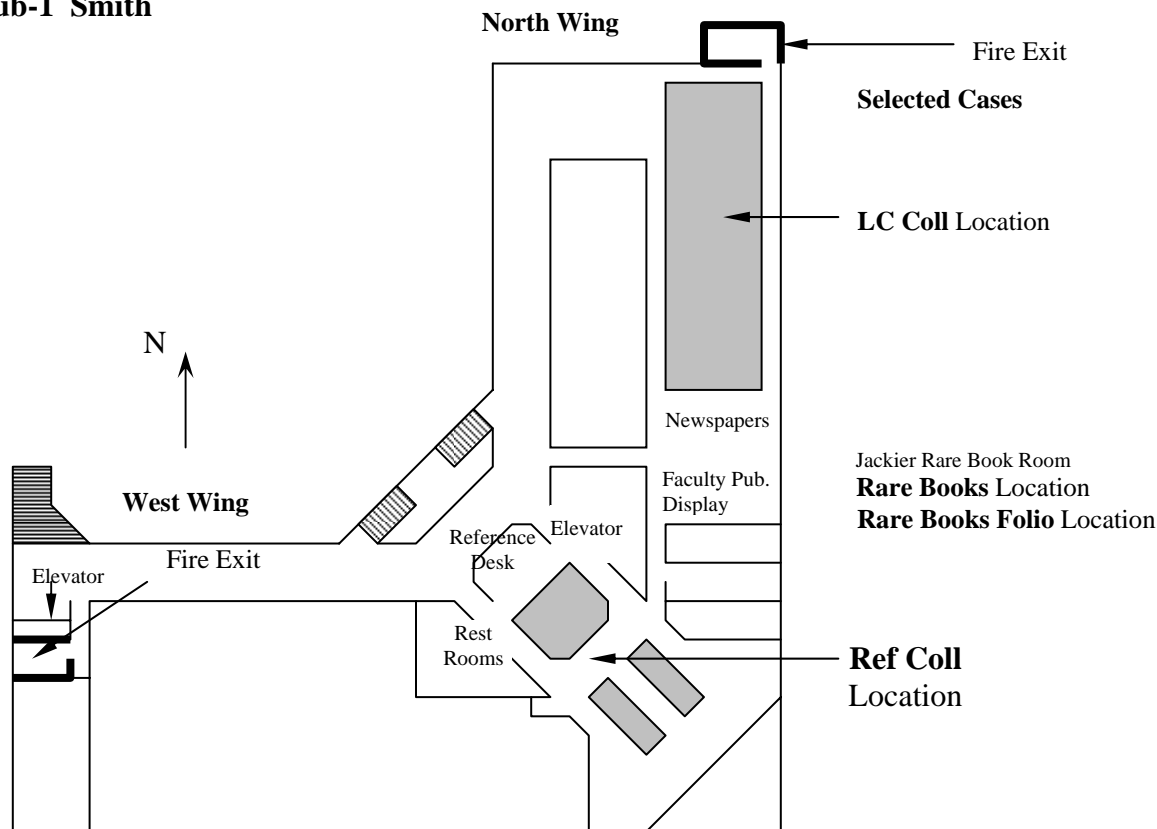
The Annex Oversize collection contains volumes that are over 30 cm. tall that are part of a title classed in Annex or Annex Journals.

Annex Overwide is not a location now, but it will become a new location for volumes over 30 cm. wide that are part of a title classed in Annex or Annex Journals.

When everything is reclassified, Level 1 will contain oversize (large) materials with the *locations* Annex Oversize and Annex Overwide.

Oversize (large) materials in the Smith collection are currently housed on Sub-2 West, but will eventually be moved to Sub-3.

## Sub-1 Smith



**Locations:** Cook, H, Ref Coll, Rare Books, Rare Books Folio, LC Coll, Stacks

The Smith Addition is also called “the subs”. In addition to the collections described below, Sub-1 houses Library staff offices and workspace.

### Reference Collection

The core of Sub-1 contains the reference collection. The *location* is “Ref Coll”. A variety of call numbers exist in Ref Coll. Some examples are: Ref Coll ALR, Ref Coll Bibliog, Ref Coll Citators, Ref Coll Digests, Ref Coll Direct, Ref Coll JX9.

### Jackier Rare Book Room

The Jackier Rare Book Room, or JRBR, is located in Sub-1’s north wing. The JRBR houses books with the *locations* “Cook”, “Rare Books”, “Rare Books Folio” and “H”. Admission to this room is selective. A patron must fill out an application explaining why material needs to be used. Permission, if granted, is given by the Law Library director. Patrons who use the Rare Book Room are monitored by Library staff.

### Sub-1 North

The north wing of Sub-1 contains the call number Selected Cases. The *location* for this call number is “Stacks.” Books with Library of Congress, or LC, call numbers are also shelved here. Their *location* is “LC Coll”. Eventually, this *location* will be changed to “Smith”.

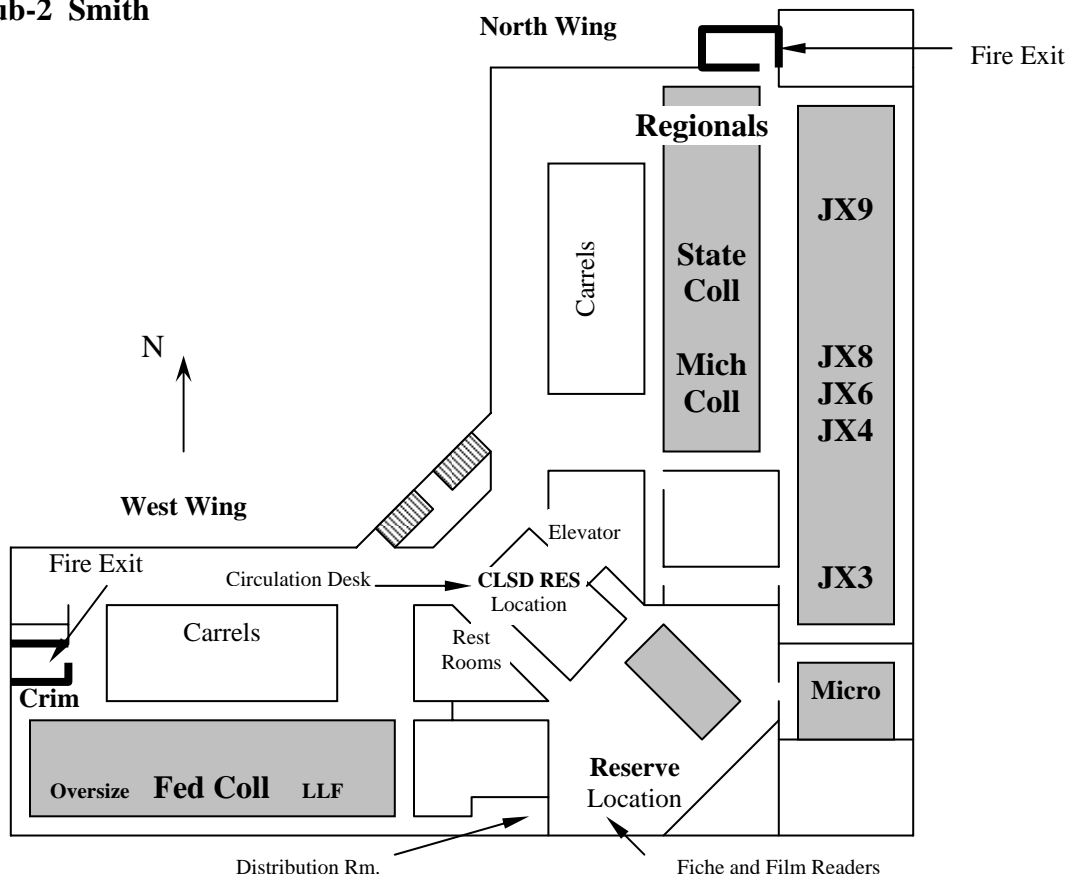
### Newspapers

The call number Newspaper (*location* “Stacks”) is also housed in Sub-1 North, just outside the Rare Book Room. Some major newspapers are kept here, such as the New York Times and the Detroit Legal News.

### Smith

When everything is reclassified, all the materials in Sub-1 North will have the *location* “Smith”.

**Sub-2 Smith**



**Sub-2 West**

*Locations: Stacks, Oversize*

The west wing of Sub-2 houses the looseleaf collection, call number LLF. Looseleaf services contain current legislation and case law. LLF is classified by topic. Also on Sub-2 West is the call number Crim. The call numbers LLF and Crim have the *location* “Stacks”. The *location* “Oversize” is also on Sub-2 West.

**Federal Collection**

Many of the library’s federal legal materials are kept in the Federal Collection on Sub-2 West. The call number for these materials is Fed Coll. Fed Coll is divided into three sections corresponding to the three branches of the federal government: the legislative, the judicial, and the executive. Fed Coll Stat contains the legislative material, Fed Coll Repts the judicial material, and Fed Coll material from the executive department. The call number Fed Coll has the *location* “Stacks”.

**Smith**

When everything is reclassified, all the materials in Sub-2 West will have the *location* “Smith”. The materials with the *location* “Oversize” will be moved to Sub-3.

## **Sub-2 Core**

**Locations:** CLSD RES, Microforms, Reserve, Stacks, LawSchl Coll

### **Closed Reserve and Reserve Locations**

The Closed Reserve (*location* “CLSD RES”) is shelved behind the Circulation Desk. The Reserve collection is shelved past the Circulation Desk, in the core light well area.

### **Microforms Location**

The call number Micro (*location* “Microforms”) is shelved in a room behind the Reserve area.

### **Stacks Location**

Not shown on the map are the call numbers Film and Microform Room Books, which are shelved in the Reserve area. Their *location* is “Stacks.”

### **Law School Collection**

The Law School Collection (*location* “LawSchl Coll”) contains books written by University of Michigan Law School Faculty, both past and present. These are shelved in the area where the Reserve collection is shelved.

Library staff offices and workspace are also located in the core of Sub-2.

## **Sub-2 North**

**Location:** Stacks

### **State Legal Materials**

The north wing of Sub-2 contains the call numbers Mich Coll, State Coll, and Regional. Mich Coll is shelved at the beginning of the area. The rest of the states follow behind Michigan in alphabetical order under the call number State Coll.

The regional collection follows the State Coll Collection. The regionals are published by West Publishing Company. In order to standardize research in court reporters West divided the country into seven sections: Atlantic, Northeast, Northwest, Pacific, Southern, Southeast and Southwest. Regionals contain case law.

### **International Legal Materials**

Directly across from the state collections is the JX collection, call numbers JX3 to JX9. JX2's, the international law journals, are shelved on Sub-3 North. JX's contain material about international law. JX's contain material about the law of international organizations, not the law of individual foreign countries, which are contained in the FL collection.

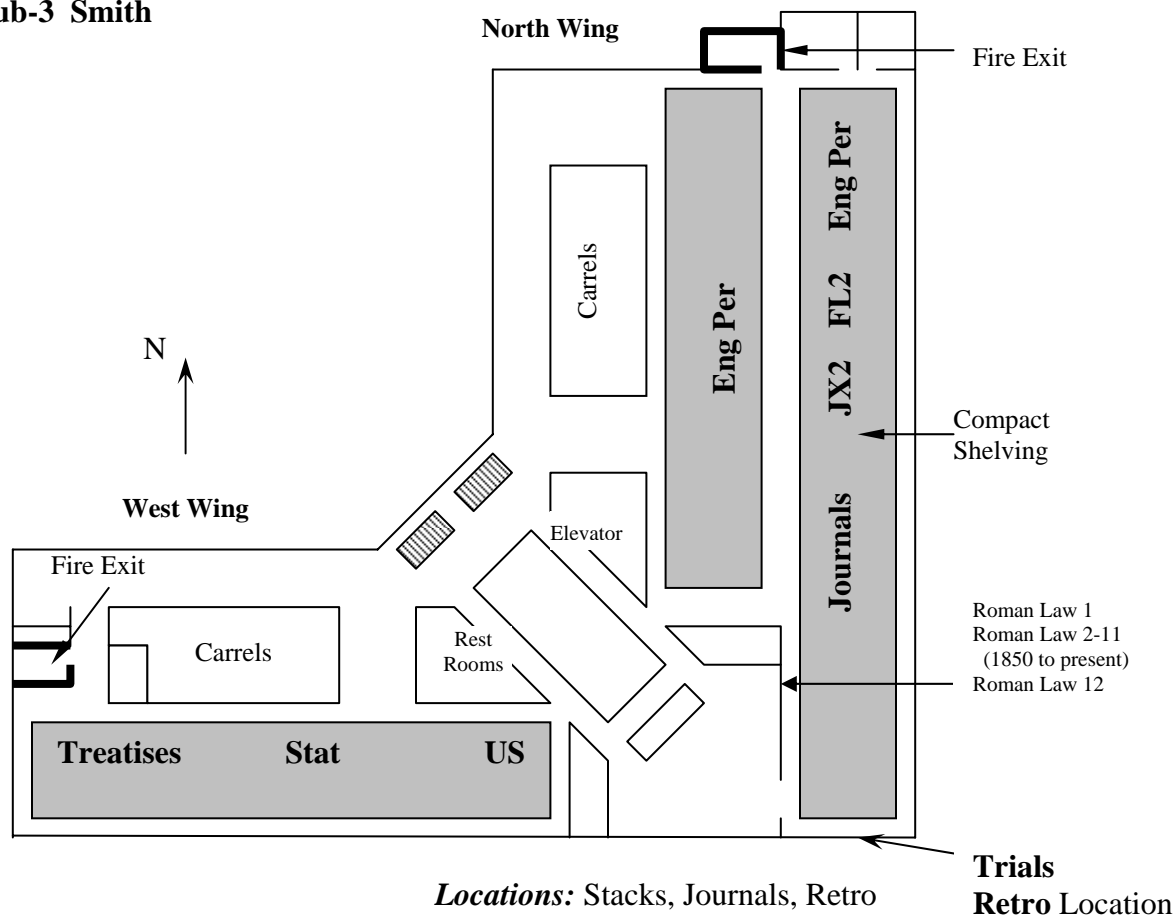
The *location* of all materials on Sub-2 North is “Stacks”.

### **Smith**

When everything is reclassified, all the materials in Sub-2 North will have the *location* “Smith”.

The books on Sub-2 will stay where they are until the end of Apr. 2008. Then, everything will be moved around when these books are reclassified.

**Sub-3 Smith**



**Treatises**

Sub-3 West contains Anglo-American treatises published after 1999, with some exceptions (*location* “Stacks”). These are books on various legal topics arranged by author, not subject. The treatises have the call numbers A1-Z999. Treatises published prior to 2000 have been moved to Level 8 (*location* “Annex AAT”).

**Statutes**

The call number Stat (*location* “Stacks”) contains outdated federal and state statutes. These books are shelved next to Anglo-American treatises.

**US**

The US collection (*location* “Stacks”) contains United States material. Most of this material is obtained from the GPO (the Government Printing Office). This collection is shelved next to Stat.

**Journals**

The north wing of Sub-3 contains the English Periodical collection, call number Eng Per. These are Anglo-American law journals, and are shelved alphabetically according to title. Directly across from the Eng Per collection in the library’s compact shelving ranges are the foreign law journals, call number FL2 and the international law journals, call number JX2.

We are currently relabeling the Journals collection (Eng Per, JX2 & FL2 call numbers) with new LC call numbers that have the *location* “Journals”. We will shift the FL2’s and JX2’s down to the south end of the compact shelving to make room for all the relabeled Journals materials.

### **Roman Law & Trials**

Beside the south end of the compact shelving, on the wood wall shelving, is the call number Roman Law. Housed here are: Roman Law 1, Roman Law 2-11 (1850 to present) and Roman Law 12. Also located on the wood wall shelving at the end of the compact shelving is the call number Trials. The call numbers Roman Law and Trials have the *location* “Stacks”.

### **Retro**

Retro is a new *location*. Right now, we have only a couple books in Retro, shelved next to Trials. We plan to relabel this collection next summer.

When everything is reclassified, the *locations* on Sub-3 will be: Smith, Journals, Retro, Oversize and Overwide.

## Exercises in Locating Materials

Name \_\_\_\_\_

Date \_\_\_\_\_

**These exercises will walk you through looking up materials in the catalog as well as using the call number locator. You may access the catalog at any of the public computer terminals in the Law Library. The most recent call number locator can be found on the Library website by clicking on “Library Information & Services” on the left side under About the Library, then choosing Using the Library. Please turn this form into your supervisor in addition to the quiz for Session E. Note: if either of the books below is checked out, just answer the questions according to where the book would be if it was on the shelf.**

### Finding Materials in the Old Building

1. Using the catalog, look up Lectures on legal history and miscellaneous legal essays, by James Barr Ames. Print out the catalog record.
2. What is the book’s call number? \_\_\_\_\_
3. What is the book’s location? \_\_\_\_\_
4. Take the printout to the Circulation Desk and ask which floor of the closed stacks you will need to go to in order to look at the book. Be sure to mention to the desk worker that you are doing the Introduction to the Collection training session. Floor \_\_\_\_\_
5. Go to the floor of the closed stacks where the book is shelved. As you walk off of the elevators, enter the stacks via the door on your left. Turn right and walk to the end of the first range of books that you see. At the end of the range, there will be a color coded map. (Note: There is a color coded map in a similar location on each floor of the Legal Research stacks). Using this map, locate the ranges where you would look for this book. (Note: If this map has not been updated, you will have to look at the cards posted at the end of each range.) Then, go and find Lectures on legal history and miscellaneous legal essays on the shelf. What is the range number for the shelf on which the book is located? (the range numbers are located on the cards posted at the end of each of the ranges). \_\_\_\_\_

### Finding Materials in the Smith Underground Addition (“the subs”)

1. Using the catalog, look up Nowhere to hide : retaliation against women in Michigan state prisons, A. Widney Brown.
2. What is the book’s call number? \_\_\_\_\_
3. What is the book’s location? \_\_\_\_\_
4. Use the call number locator to determine where you will need to go to in order to find the book. Floor \_\_\_\_\_
5. Go to the floor of the Subs where the book is shelved. Find the book on the shelf. Which range is the book shelved in? \_\_\_\_\_

## Introduction to the Collection: Quiz

NAME \_\_\_\_\_

Date tour and quiz were taken \_\_\_\_\_

1. On which level are books with the location "LC Coll" found?
2. On which level are the FL2 call numbers found?
3. On which level is the Oversize collection found?

Write down a range number in which the Oversize collection is found.

What other locations contain oversize (large) books?

4. In what building and on which floor is the Reserve location found?
5. Where would you find the call number State Repts?

**Please detach this quiz from the other handouts and give it to your supervisor.**

The Law Library  
The University of Michigan

## TRAINING SESSION EVALUATION

Please complete this form and give it to your supervisor along with the quiz from this training session. *Please be as complete and thoughtful as you can.* We use these evaluations to improve the sessions and you, the trainees, are the best people to tell us whether our training program is effective.

Name of Training Session \_\_\_\_\_

Date you read handout, viewed or listened to the tape, or date of group session \_\_\_\_\_

The format of this session was (check one)     handout     video     audio     live

Please circle the number that best describes your response:

	Agree	Neutral	Disagree
This topic is relevant to my job	1	2	3
I understand the library's philosophy on this topic.	1	2	3
I learned enough about this topic to perform this part of my job competently.	1	2	3
I know how to find information on this topic when I am on the job.	1	2	3
The quiz helped me be sure that I understood the material in the session.	1	2	3
The presentation was clear.	1	2	3
The handouts are useful.	1	2	3
Too much material was presented.	1	2	3
I need more information on this topic.	1	2	3

We use recorded sessions because: new employees can be trained as soon as they are hired and at their convenience; and recorded training sessions can be complete and consistent.

The best format for this session is (check one)     handout     video     audio     live

Please use the back for comments on any aspect of the training program. Or, give suggestions to your supervisor, or to someone in Library Administration.