

How to Read Catalog Records

FINDING THE RECORD If you do not find a record for what you want in the catalog, do not assume that the Law Library does not own it. Ask for assistance at the Reference Desk on S-1.

SAMPLE RECORD (NO CURRENT RECEIPTS)

The record below is for a book for which the library receives no upkeep--it is not a periodical, does not have a subscription for supplementation or loose-leaf pages to file or replacement volumes. A record which shows current receipt of such material will look different when you first see it; see separate *Modus Operandi* "How to Read Catalog Records That Shows Recent Receipts" for a description of a catalog record showing current receipts.

The screenshot shows the library's search interface. At the top, there are navigation links for Library Home, Start Over, and Help. Below that are buttons for Start Over, Save Record, MARC Display, Return to List, and Another Search, along with a search history dropdown. The search results show a title "Law and American history" with a search button and a checkbox to "Limit search to available items". Below the search bar, there are "Previous" and "Next" navigation buttons. The main record details include:

- Author:** [Presser, Stephen B., 1946-](#)
- Title:** Law and American history : cases and materials / by Stephen B. Presser, Jamil S. Zainaldin
- Imprint:** St. Paul, Minn. : West Pub. Co., 1980

LOCATION	CALL NO.	STATUS
Stacks	Casebks Presser	

Additional details for the record:

- Descript:** xlii, 855 p. : ill., ports. ; 26 cm
- Series:** American casebook series
- Bibliog.:** Includes bibliographical references and index
- Subject:** [Law -- United States -- History](#)
[Law -- United States -- Cases](#)
- Add author:** [Zainaldin, Jamil S., 1948-](#)
- Series hdg:** [American casebook series](#)
- ISBN:** 0829920943
- LC CLASS #:** KF352.A7 P73
- Rlin id #:** MIUL18846637-B
- LCCN:** 80015905

On the right side of the record, there are links for "More Resources on your Search:" and "Repeat search using Google".

It is necessary to know **LOCATION**, **CALL NO.** and **STATUS** to find a book.

LOCATION The location of the book tells you where in the library the book is located. Usually the location is "Smith". Other locations you might see include the following: Clsd Res, Folio, LawSchl Coll, Rare Bks, Ref Coll, Reserve, RR, Storage, and Stacks.

CALL NO. The call number tells you where you can find the book within a location. A call number might be a combination of letters and numbers or it might be a word or words.

STATUS The status tells you if you can expect the book to be on the shelves or not. If the status column is empty, see the *Modus Operandi* "How to Obtain Books By Location" to find out how to retrieve the book you need. A message in the status column alerts you to the likelihood that the book is not on the shelves and you must take special steps to obtain it.

MESSAGES

STATUS **ACTION TO TAKE TO GET THE BOOK**

- Blank:** If the status column is blank, the book should be on the shelves. If it cannot be found there, request the book online and a search will be initiated.
- Due XX-XX-XX:** The book is charged to an office or carrel. Make a request online for the book and a recall will be initiated; library staff will pull the book for you to use.
- On Search:** A patron has requested a search but the book has not yet been found. Searches submitted by 11:00 a.m. will be done by 5:00 each weekday. Once the book has been searched, the status will change to "missing", "on holdshelf" or due "XX-XX-XX". Each of these status messages is explained in this list.
- On Holdshelf:** The book is on the holdshelf for another patron. You may check the book out for four hours at a time. Take a printout of the catalog to the Circulation Desk and ask for the book.
- Missing:** The book was searched earlier but not found. It may be that the book is back on the shelves by now; you may find it worthwhile to check the shelf.
- If you find it on the shelves**, you may use it, but once finished, please take a moment to hand it to the staff at the Circulation Desk and explain that it appears in the catalog as missing so they can clear the record.
- If you do not find it on the shelves**, check Mirliyn to see if the book is available elsewhere on campus. If not, make a request online for an Interlibrary Loan.
- In Process:** This volume is still being processed, but library staff will pull it for you to use. Submit an "In Process Pull" at the Circulation Desk or request the item online.
- 1 Copy Being Processed For the Library** Sometimes only this message will appear in the box. In that instance, follow the same procedure as if the status were "In Process".
- 1 copy Ordered for Library on XX-XX-XX** A copy has been ordered but not yet received. To get information on the status of the order, submit an "In Process Pull" at the Circulation Desk or request the item online.
- 1 copy under Consideration for the Library** A copy is about to be ordered. To prompt a quick order and/or get information about the status of the order, submit an "In Process Pull" at the Circulation Desk or request the item online.
- Bd. Inc.** Several issues of a serial are bound together but the run is not complete. Usually a sheet in the front of the volume will identify the missing material. This status message does not mean that the book is not on the shelves.
- Billed or Lost:** The book is overdue and a bill has been sent to the person who last checked it out. Check Mirliyn to see if the book is available elsewhere on campus. If not, make a request for an Interlibrary Loan.