



# How to Read a Catalog Record

**FINDING A RECORD** If you do not find a record for what you want in the UMich Law Library 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 a Catalog Record That Shows Recent Receipts" for a description of a catalog record showing current receipts.

University of Michigan | Law School  
 University of Michigan Law Library  
 Library Information | Law Students | Law Faculty | UM & Public | **Catalog**  
 Library hours: 8 AM to midnight, May 28 - August 31; Open July 4th. Please Note: Saturday, July 12: open 4 PM to midnight

Start Over | Request | Save Record | MARC Display | Return to List | Limit/Sort Search | Another Search

(Search History) | Presser, Stephen | System Sorted | Search  
 Limit search to available items

Record 1 of 7  
 Result page: Previous Next

**Author** Kmiec, Douglas W  
**Title** The American constitutional order : history, cases, and philosophy / Douglas W. Kmiec, Stephen B. Presser  
**Imprint** Cincinnati, Ohio : Anderson Publishing Co., c1998

Persistent URL for this record

LOCATION	CALL NO.	STATUS
LC Coll	KF4550 .K58 1998x	

**Descript** bk, 1657 p. ; 26 cm  
**Bibliog.** Bibliography: p. 1543-1549  
**Note** Includes index  
**Subject** Constitutional law -- United States  
 Constitutional law -- United States -- Philosophy  
 Constitutional law -- United States -- Cases  
 Constitutional history -- United States

**Add Author** Presser, Stephen B., 1946-  
**ISBN** 0870840037  
**LC CLASS** KF4550 .K58 1998x  
**Riin Id** MIUL01-B3889

Result page: Record 1 of 7  
 Previous Next

Start Over | Request | Save Record | MARC Display | Return to List | Limit/Sort Search | Another Search

(Search History)

Address: 801 Monroe St, Ann Arbor, MI 48109  
 Tel: 734-764-9324  
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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 "Stacks". Other locations you might see include the following: CLSD RES, EUDC, F, FOLIO, H, LawSchl Coll, LSC, Private, Rare Bks, Rare FOL, Ref Coll, Ref C AA, Ref Desk, RESERVE, LC Coll, Electronic Reserve, RR, Storage, Web, 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" 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 a search at the Circulation Desk.
- Due xx-xx-xx:** The book is charged to an office or carrel. Library staff will pull the book for you to use. Take a printout of the catalog record to the Circulation Desk and request a recall there
- ON SEARCH:  
or Claims Returned)** A patron has requested a search but the search has not been done yet. Searches submitted by 11 a.m. will be done by 5 p.m. each weekday. Once the book has been searched, the status will change to "missing" or "on holdshelf" or "due xx-xx-xx." Each of these status messages is explained in this list.
- ON HOLD SHELF:** The book is on the holdshelf for another patron. You can use it from the holdshelf. Take a printout of the catalog record 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 shelves.
- 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 catalog as missing so they can clear the record.
- If you do not find it on the shelves, take a printout to the Reference Desk; staff there will advise you on how best to obtain the material you need.
- 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.
- > 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  
the 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.
- > 1 copy under  
consideration for  
the library** A copy is about to be ordered. To prompt a quick order and/or to get information about the status of the order, submit an in-process pull at the Circulation Desk.
- 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 and Found** The book is overdue and a bill has been sent to the person who last checked it out. Take a printout to the Reference Desk on S-1; staff there will advise you on how best to obtain the material you need.