

How to Obtain Books by Location

LOCATION of the book determines how and where you obtain it.

The locations and instructions for obtaining books from each location are listed below:

LOCATIONS:

- Annex** Submit a request item online** or apply for a Closed Stacks pass at the Circulation Desk on S-2.
- Annex AAT** Submit a request item online** or apply for a Closed Stacks pass at the Circulation Desk on S-2.
- Annex Journals** Submit a request item online** or apply for a Closed Stacks pass at the Circulation Desk on S-2.
- Annex Oversize** Submit a request item online** or apply for a Closed Stacks pass at the Circulation Desk on S-2.
- CLSD RES** Request the book at the Circulation Desk on S-2. You will need to present ID.
- Cook** Follow procedure for Rare Books (below).
- FOLIO** Submit a request item online** or apply for a Closed Stacks pass at the Circulation Desk on S-2.
- H** Follow procedure for Rare Books (below).
- Journals** Check the Law Library Catalog to find the **location, call number and status** of the book you want to obtain. Retrieve the book from S-3N or submit a request item online**.
- LawSchl Coll** Submit a request item online**. Books are retrieved by paging only.
- LSC** Submit a request item online**. Books are retrieved by paging only.
- Microforms** Submit a microfiche request form at the Circulation Desk on S-2.
- Oversize** Retrieve the book from S-3N or submit a request item online**.
- Private** Not available; if there isn't a copy in another location, ask at the Reference Desk for further assistance.
- Rare Books, Rare Books FOLIO** See separate *Modus Operandi* "Rare Books" for instructions pertaining to the use of books with either of these locations.
- Ref Coll/Ref Coll Oversize** Retrieve the book from the Reference Collection, behind the Reference Desk.
- Ref Desk** Ask for the book at the Reference Desk.
- Reserve** Retrieve the book from the Reserve area in the S-2 Core.
- Retro** Retrieve the book from S-3N or submit a request item online**.
- RR** Retrieve the book from the Reading Room or submit a request item online**.
- Smith** Retrieve the book from S-1, S-2 or S-3 or submit a request item online**.

SMITH Call Numbers	S-1 North: A-KBU
S-2 West : KD – KF120	S-2 North KF122-KFN4999
S-3 West: KFN5000-KM	S-3 North: KN-Z

Stacks Most books have the location "stacks". If the book you want is in an **open stack** area, retrieve it from the shelves or submit a request item online**. If the book you want is in a **closed stack** area, submit a request item online** or apply for a Closed Stacks pass at the Circulation Desk on S-2. **See over for a chart specifying which call numbers are shelved in OPEN stacks and which are in CLOSED stacks areas.**

Storage Submit a request item online**. Books are retrieved by paging only; there is no public access to the storage area.

Web

Find the link in the bibliographic record for these electronic resources.

[Any location] no call number, status
 "IN PROCESS" or --copy being processed
 [no location]

Submit a request item online or submit an "in process" pull form at the Circulation Desk. In-process pulls are done Monday – Friday only; if submitted before 11 a.m., a pull will be ready by 5 p.m. the same day, unless a rush is indicated.

--copy under consideration

The book is not in the library; to discover if/when it will be acquired, submit a request item online or submit an in-process pull form at the Circulation Desk. In-process pulls are done Monday-Friday only; if submitted before 11 a.m., a pull answer will be ready by 5 p.m.

CALL NUMBER LOCATOR FOR BOOKS WITH LOCATION "STACKS"

To determine if the book you want is shelved in the open stacks or the closed stacks, match the call number to the list below. ClsdStks* indicates that it is in a closed stack area.

Staff at either the Circulation or the Reference desks can help you determine if a book will be in that collection.

Call #	Area	Call#	Area	Call#	Area
BC	ClsdStks*	Film	S2-C	Newsp [Newspaper]	S1-N
Biog	ClsdStks*	FL6	ClsdStcks*	Records & Briefs	ClsdStks*
Casebks	ClsdStks*	FL8	ClsdStcks*	Stat	ClsdStks*
Const Conv	ClsdStks*	JX3	ClsdStcks*	Supersed LLF	ClsdStks*
Digests	ClsdStks*	JX9	ClsdStcks*	Trials	ClsdStks*
Eng Repts	ClsdStks*	Micro	S-2C	Worker's Comp	ClsdStks*

Call numbers shelved in areas starting with S-1, S-2, or S-3 are in the open stacks.

Go to the shelves and retrieve the books you need. The chart tells you where on the floor you can find the books.

"W" refers to the WEST wing, which is the wing closest to the staircase coming into the underground addition. "N" refers to the NORTH or far wing. "C" designates the CORE area in between the two wings. If you cannot locate an area, ask for assistance at either the Reference or Circulation Desk.

Call numbers annotated with a ClsdStks* are in closed stacks areas.

To obtain books from the closed stacks, submit a request item online ** or apply for a Closed Stacks pass at the Circulation desk on S-2.

Books are paged twice a day, Monday-Friday, and once a day on weekends. It may take more than a day to retrieve a large number of books. In that instance, or if you are uncertain as to what you need, you may apply for a pass to go to the closed stacks to select and retrieve what you need (for information, see *Modus Operandi* "Access to the Closed Stacks & Application for a Pass to Go Into the Closed Stacks").

