



University of Michigan Law Library



Modus Operandi

How to Obtain Books by Location

Check the UMich Law Library Catalog to find the **location, call number and status** of the book you want to obtain. The **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**. Books are retrieved by paging only.
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	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 <i>Modus Operandi</i> "Rare Books" for instructions pertaining to the use of books with either of these location
Ref Coll/ Ref C AA/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-K9999
S-2 West : KB – KF101	S-2 North KF102-KFM4199
S-3 West: KFM4200-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. <i>See over for a chart specifying which call numbers are shelved in OPEN stacks and which are in CLOSED stacks areas.</i>
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 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 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.

9CALL NUMBER LOCATOR FOR BOOKS WITH LOCATION “STACKS”

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

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

Call #	Area	Call #	Area	Call #	Area
A1-Z9999	ClsdStks*	FL6	ClsdStks *	Records & Briefs	ClsdStks *
BC	ClsdStks*	FL7	ClsdStks *	Repts	ClsdStks *
Bibliog	ClsdStks *	FL8	ClsdStks *	Roman Law I-XI	ClsdStks *
Biog	ClsdStks *	Gt Brit	ClsdStks *	Selected Cases	ClsdStks *
Casebks	ClsdStks *	JX3	ClsdStks *	State Repts	ClsdStks *
Cong Docs	ClsdStks *	JX4-JX8	ClsdStks*	Stat	S-3N
Const Conv	ClsdStks *	JX9	ClsdStks*	Superseded Encyc	ClsdStks *
DC	ClsdStks *	MC	ClsdStks *	Superseded LLF	ClsdStks *
Digests	ClsdStks *	Micro	S-2C	Trials	ClsdStks *
Eng Repts	ClsdStks *	Newsp [Newspapers]	S-1N	US	ClsdStks *
Film	S-2C	Pub Util	ClsdStks *	Workers 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 one 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 more information, see *Modus Operandi* “Access to the Closed Stacks & Application for a Pass to Go Into the Closed Stacks ”).