



If the book you want is not on the shelves:

The book may need to be re-shelved.

Shelving Room Check the shelving distribution room next to the loose-leaf services on Sub-2. The room is always open; *we encourage you to check it to see if a missing book is there*. If you find what you need, you may remove it from the room.

The book may need to be recalled from an office or carrel:

Check Lexcalibur for due date If the book is not on the shelves or in the shelving distribution room, it may be checked out. Books do not circulate out of the building, but books may be checked out to offices and carrels. A library staff member checks offices and carrels on a regular basis to make sure that all material in the office or carrel is properly checked out.

Once you locate the book you want in Lexcalibur, the word DUE plus a date in the status column indicates the book is checked out to an office or carrel.

Recalls

If you need a book that is checked out, you may request that library staff recall the book. A recall can be submitted at any time. Library staff travel to offices and carrels daily Monday - Friday. A request submitted before 11 am on those days will be ready by 5pm.

How to recall a checked out book

Take the Lexcalibur printout (if there is one) to the Circulation Desk on S-2 and request that the book be recalled. Books can be recalled at the next scheduled retrieval run *unless* the borrower still has time left on a guaranteed loan period. In that case, you may have to wait up to 7 days to obtain the book. However, you can submit the recall request immediately.

The book may need to be searched.

Searches

If the book is not on the shelves, in the shelving distribution room, or checked out, you may request that library staff search for the missing book. Searches are done daily Monday through Friday; a request submitted by 11am will be ready by 5pm that day.

To request a search, take the Lexcalibur printout (if you have one) to the Circulation Desk on Sub-2 and request that it be searched. To learn the results of the search, ask at the Circulation Desk after 5pm.

--missing

If the Lexcalibur status column indicates the book is "missing," that means the book has once been searched and not found. It is worthwhile to first check the shelves to see if the book is now there. If not, ask at the Reference Desk to see if there is another way to obtain the material.