



How to Obtain Books by Location

Check Lexcalibur

Check Lexcalibur 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

CLSD RES

Request the book at the Circulation Desk. You will need to present ID.

EUDC

Retrieve the book in the EU Depository area in the S-2 core (behind the Main Desk/OPEN RES area).

F

If the call number is "Repts", submit a paging request at the Circulation Desk. Otherwise, "F" books are not available; use a copy from another location.

FOLIO

Submit a paging request at the Circulation Desk.

H

Follow procedure for Rare Books (below).

LSC

Submit a paging request at the Circulation Desk.

Main Desk /

OPEN RES

Retrieve the book from the Open reserve/Main Desk area on S-2.

PRIVATE

Not available; if there is no copy in another location, ask at the Reference Desk for further assistance.

RARE BKS,

RARE FOL

See separate *Modus Operandi* "Rare Books" for instructions pertaining to the use of books with either of these locations.

Ref Coll

Ref Coll AA/

Ref Desk

Retrieve the book from the Reference Collection, behind the Reference Desk.

Ask for the book at the Reference Desk.

Rm. 831

Not available; use a copy from another location.

RR

Retrieve the books from the shelves in the RR.

Stacks

Most books have the location "stacks". If the book you want is in an **open stack** area, retrieve it from the shelves. If the book you want is in a **closed stack** area, submit a paging request at the Circulation Desk.

See over for a chart specifying which call numbers are shelved in OPEN stacks and which are in CLOSED stacks areas

Storage

Submit a paging request at the Circulation Desk. Books are retrieved by paging only; there is no public access to the storage area.

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

Submit an "in process" pull form at the Circulation Desk. Requests turned in by 11 a.m. will be ready by 5 p.m. of the same weekday.

**[no location]
--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. Requests turned in by 11 a.m. will be ready by 5 p.m. of the same weekday. .

CALL 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. An * indicates it is in a closed stack area.

Call #	Area	Call #	Area	Call #	Area
A1-A9999	S-3W	FL6	*	Public Util	*
ABA	*	FL7	*	Q1-Q9999	S-3W
B1-B9999	S-3W	FL8	*	R1-R9999	S-3W
BC	*	Fed Coll	S-2W	Records & Briefs	*
Bar Assn	*	G1-G9999	S-3W	Regional	S-2N
Bibliog	S-1N	except G786	*	Retro	*
Biog	S-1N	Gt Brit	*	Roman Law I-XII	S-1N
C1-C9999	S-3W	H1- H9999	S-3W	except	
CC	*	I1- I9999	S-3W	Pre-1850 Roman Law	
CT	*	Indian Nations	*	II-XI	*
Casebks	S-1N	J1-J9999	S-3W	S1-S9999	S-3W
City Charters	*	JX2-JX9	S-2N	Sel. Cases	S-1N
Cong Docs	*	except		State Coll	S-2N
Const Conv	*	JX9 EAEC -		State Repts	*
Courts	S-1N	JX9 EP	S-2C	Stat	*
Crim	S-1N	K1-K9999	S-3W	Supersed Encyc	*
D1-D9999	S-3W	L1-L9999	S-3W	Supersed LLF	*
DC	S-1N	Labor Rels	*	T1-T9999	S-3W
Direct	S-1N	LLF [<i>Looseleaf Serv</i>]	S-2W	Trials	S-1N
E1-E9999	S-3W	M1-M9999	S-3W	U1-U9999	S-3W
Eng Abridg	*	MC	*	US	*
Eng Docs	*	Mich Coll	S-2N	V1-V9999	S-3W
Eng Per	S-3N	Micro	S-2C	W1-W9999	S-3W
Eng Repts	*	Misc	*	Workers Comp	*
Eng Stat	*	N1-N9999	S-3W	X1-X9999	S-3W
F1-F9999	S-3W	Newspapers	S-3C	Y1-Y9999	S-3W
Film	S-2C	O1-O9999	S-3W	Z1-Z9999	S-3W
FL2	*	P1-P9999	S-3W		

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, that 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 an * are in closed stacks areas.

To obtain books from the closed stacks, submit a paging request at the Circulation Desk on Sub 2.

Books are paged once a day, Monday - Friday. Requests for a moderate number of books submitted by 11 a.m. on a weekday will be ready by 5 p.m. of the same day. 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")