University of Michigan Law Library
Modus Operandi

Using LEXCALIBUR
to Locate Reserves

Lists on Lexcalibur: The Lexcalibur system, which contains the online catalog, also provides access to lists of reserve materials. Option **R>Reserve Lists** on the Lexcalibur menu gives access to these reserve lists.

HOW TO LOCATE
R>Reserve Lists   Choose the option R>Reserve Lists on the menu. This will give you the option of retrieving a list by
> PROF/TA   or
> COURSE

--by professor   If you retrieve by professor, type in last name only. If there is more than one professor by that last name, you will get a screen asking you which one you want. If the professor is teaching more than one course, you will get a list of courses being taught and can choose which one you want to see.

--by course   Type in the name of the course, e.g., *Contracts* or *Civil Procedure*; or, type in the number of the course. If the number is used, it should be preceded by the word LAW, e.g., *Law 856*. Rarely is a non-law school course listed, but in the instance that one is, it will be preceded by the name used in the course description, e.g., *His 675* (for HISTORY 675).

EXAMPLE: Below is an example of a course record. Note that the list comes up

> --in alphabetical order by title; it can also be displayed in alphabetical order by author.

> --in two-line display; which includes location and status information. It can also be viewed in one line display.

```
R1000378                COURSE Information
 PROF/TA    Westen, Peter
 COURSE     American Indian Law
 COURSE     LAW 843
 COURSE     Indian Law
 COUR NOTE  PERM list

NUM           TITLE                                  AUTHOR
  1 American Indians, time, and the law : native soci   Wilkinson, Charles F., 1
     OPEN RES       W6853am 1987
  2 The assault on assimilation : John Collier and th   Kelly, Lawrence C
     OPEN RES       Biog. Collier, John
  3 Cases and materials on federal Indian law           Getches, David H
     OPEN RES       Casebks Getches
  4 Footnotes
     OPEN RES       Hanging File 2126
```

```
 Key a number (1-19) or
 A > Sort list by AUTHOR          P > PRINT items      N > NEW search
 T > Sort list by TITLE           F > FORWARD
 L > One LINE display             J > JUMP
 Choose one (0-19, A,T,L,P,F,J,N))
```

| **# of Items on Reserve** | The total number of items on the reserve list displays on the top line of the box at the bottom of the screen. Not all items will necessarily appear on the first screen. <u>To see more records, press F</u> (forward). |

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To Sort by Author   <u>To sort the entries by author, press A</u>; note the list is then in alphabetical order by the right-hand column.   The only options are to sort by author or sort by title. <u>To go back to a title sort, press T</u>.

To get one-line display   <u>To see a one-line display, press L</u>. Below is a copy of the same screen in one-line display. One line display is of limited use because it does not display the call number or location, so you do not have the information necessary to locate what you want.

```
 R1000378               COURSE Information
  PROF/TA     Westen, Peter
  COURSE      American Indian Law
  COURSE      LAW 843
  COURSE      Indian Law
  COUR NOTE   PERM list

NUM          TITLE                               AUTHOR
  1 American Indians, time, and the law : native soci   Wilkinson, Charles F., 1
  2 The assault on assimilation : John Collier and th   Kelly, Lawrence C
  3 Cases and materials on federal Indian law           Getches, David H
  4 Footnotes
  5 [SEMINAR PAPER] The Indian Child Welfare Act and    Rife, Knute
  6 [SEMINAR PAPER] The parameters of the special dut   Retasket, Carol
  7 Indians of North America                            Driver, Harold Edson, 19
  8 Indians of the woodlands: from prehistoric times    Hyde, George E., 1882-
  9 The Iroquois restoration : Iroquois diplomacy on    Aquila, Richard, 1946-
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 │ Key a number (1-19) or                                                    │
 │ A > Sort list by AUTHOR            P > PRINT items       N> NEW Search     │
 │ T > Sort list by TITLE            F > FORWARD                              │
 │ L > Display LOCATION & status     J > JUMP                                 │
 │ Choose one (0-19, A,T,L,P,F,J,N)                                          │
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To get more information   Whether you are looking at a one line display or a two line display a very limited amount of information is displayed. Often this is sufficient to identify what you want, but if it is not key the number of any of the items listed to get more information about the item. Once you have read the fuller record, key R> to return to the list.

Print   Press P to print. If you want a whole list, be sure to have the screen displaying with the <u>first</u> record on the list; then, when given the option of printing more records, choose "yes." Otherwise you will get only the portion of the record displaying on the screen.