



## Locating Materials in the Library

Use the online catalog to identify books and other items held by the Library (for additional help, see the guide pages *Online Catalog* and *How to Find Reserve Materials*). Note **three things** in the item's record before searching for it on the shelves:

### 1. Note the **status** of the item:

“Available” = Item should be available – check shelves

“Due” + date = Item checked out – if desired, log in and request a recall

### 2. Write down the **location** of the item:

<b>Location indicated</b> <i>(bold = most items circulate)</i>	<b>Physical Location</b>
<i>Academic Film Collection</i>	To the right of the Service Desk; borrowable films are shelved just in front of the Reading Room basement stairs
<i>Exhibit Cases</i>	Just past Reference Area on right
<b>Oversize</b>	First section of stacks, left back wall of Reading Room
<i>Periodicals Room</i>	Mezzanine above Reference Area
<i>Reference Area</i>	Shelves on the right of the Reading Room
<i>Research Room</i>	Across from Service Desk
<b>Stacks</b>	Library shelves (general circulating collection): begins against back wall and winds back through Reading Room, continuing downstairs in basement
<b>Storage</b>	Held in remote storage; place a request at the service desk to obtain items within 1-4 business days
<i>[Any locations mentioning “Service Desk”]</i>	Ask at Service Desk (for Reserves, Special Collections, etc.)

### 3. Write down the **call number** of the item (for example: 325.26 *Se15s*)

*NOTE: If the status is “Available”, but you cannot find the item on the shelves:*

- Double-check that you were looking in the **location** indicated by the catalog
- Look on **re-shelving shelves** (one at the top of the basement stairs, another at the basement level, bottom of the computer workstation shelf).
- Go to the **Service Desk** and ask whether the item is waiting to be re-shelved; if not, request a search for the item.