Course Reserves

What is on reserve?  1. Library books cataloged with the location “Main Desk”; 
  2. library materials, photocopies and private copies of material put on 
     reserve for a course being offered by the Law School; 
  3. in-process books that have been requested are held for 1 week on closed 
     reserve for patron use; and 
  4. books shelved in the EUDC.

TO LOCATE RESERVE BOOKS:

--by list  Course reserve lists are maintained in Lexcalibur (See separate Modus 
          Operandi, "Locating Reserves in Lexcalibur").

--by author/title  A record in Lexcalibur gives the following information in a box below 
                   the bibliographic information:  Location, call #, status.  If the location is 
                   OPEN RES, CLSD RES, EUDC, or MAIN DESK, the book is on reserve 
                   and can be obtained as explained below.

Open reserves  In the back light-well area on S-2, open reserves and Main Desk books 
and Main Desk 
books  are housed either

  1) on the shelves in call number order, or
  2) in the hanging file section, by HF#.

  Open reserves may not be checked out to offices or carrels, nor may 
  they be taken out of the addition.  When you have finished using them, 
  please leave them on the tables or return carts in the reserve area. If you 
  need to take an open reserve or Main Desk book from the reserve area, you 
  may check it out at the Circulation Desk for 4-hour use elsewhere in the 
  library addition.

Closed reserves  Closed reserves are shelved in a closed area at the S-2 Circulation Desk. To 
                obtain an item on closed reserve, tell the Desk Assistant the call number and 
                present your ID card.  A limit of three items may be taken out at one time. 
                All items on closed reserve must be checked out and are due back at the 
                Circulation Desk within 4 hours. 
                They may not be taken from the addition.  If an item is checked out after 8 
                p.m. it must be returned to the Circulation Desk before midnight.

EUDC  See separate Modus Operandi handout entitled "European Union Documents 
       Center (EUDC)".