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
- 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 Hanging File 2126

See over for further information on obtaining reserve information.

m.o.usng Lexclbr let revs 1/30/2001
# 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. **To see more records, press F** (forward).

To Sort by Author

To sort the entries by author, press A; 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. **To go back to a title sort, press T.**

To get one-line display

**To see a one-line display, press L.** 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-

Key a number (1-19) or
A > Sort list by AUTHOR     P > PRINT items
T > Sort list by TITLE      F > FORWARD
L > Display LOCATION & status J > JUMP
Choose one (0-19, A,T,L,P,F,J,N)

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 first 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.

See over for further information on obtaining reserve information.

m.o.usng Lacbr let rvs 1/30/2001