



FINDING BOOKS

Materials owned by the Binghamton Libraries can be found using the search boxes available under the *Books & More* tab on the Libraries' web page at:

<http://library.lib.binghamton.edu/>

Examples of materials found using these searches are books, periodical titles, U. S. and N.Y.S. government documents, videos, music and music scores, manuscripts and archival materials, computer files, CD-ROMs, and microfilm materials., selected websites and electronic resources. For information on how to find journal articles, see the [Finding Articles](#) guide.

Locating the book in the Libraries

Binghamton University Libraries use the [Library of Congress Classification System \(LC\)](#). The LC call number will appear in the library catalog.

Copy the entire call number accurately before you search for a book on the shelves. This includes the location of the book such as:

Main Library	Periodicals
Science Library	Special Collections
Government Documents	Fine Arts
Reference	Oversize (* or **)

If the book is located at the Downtown Center Library or in the Library Annex, you can request it be delivered to the Main Campus by filling out the forms found under the *Borrowing* menu on the Libraries homepage. Users at the Downtown Center can request items be sent to that location by the form also found on that page.

[Floor plans](#) are available at most service desks to help you find your way.

If the book is checked out or not available:

If the book you want is checked out, you may submit a *Recall*, which is a request that the Libraries contact the person who has the book and ask that it be returned. Recalls are issued after the book has been checked out for two weeks. You issue a recall by signing into your account in the Library Catalog and "requesting" the book.

If the book is *on order* or *in process*, the book is not yet ready to be checked out. To be notified when the book is available, sign into the Library Catalog and "request" the book.

Circulation will notify you, via your Binghamton e-mail, when the book is available to be checked out.

If you can't find the book on the shelf:

If the book you want is not on the shelf, try these tips:

- Check the book locations again to make sure you are looking in the right place.

- Check the shelves and bins near the location of the book. Materials that you have used should not be re-shelved, but instead placed in the bins.
- Ask at the Bartle Library Reader Services Desk or the Science Library Information Services Desk. They will check to see if the book was recently returned and will do a search for the book if necessary. If a book is determined to be lost, you can obtain it through Inter-library Loan.

Checking out materials:

What type of material you can take out and for how long varies depending on your status. In general:

- Undergraduate students have a limit of 100 items. The loan period is six weeks.
- Graduate students have a limit of 200 items. The loan period is one year.

For specific information and policies, see the Circulation Services web page at <http://library.lib.binghamton.edu/webdocs/circ.html>

Your Binghamton identification card serves as your library card.

Renewals:

Books may be renewed at any time during the loan period if another patron has not requested them. Renewals can be made in-person, by presentation of the book to staff at the Readers Services Desks, or online through your personal account in the Library Catalog.

Non-Circulating and Restricted Materials:

Some materials may only be used within the library building. Please return these items to designated bins or shelves when you are finished using them.

Photocopying facilities are located in each library. Photocopies can be made with your BUC\$ card. Community members can purchase BUC\$ cards for use with the library photocopiers.

For more information:

- Tutorials are available on how search the Library Catalog, use the Ranked Search, renew books online, and find a book on the shelves. See: <http://library.binghamton.edu/research/media/index.html>
- See Circulation Services for all policies relating to books loans, returns, recall and fines. See: <http://library.binghamton.edu/services/reader/index.html>