Checking Out Materials for Journal

To simplify cite checking and to provide journals with easy access to needed materials, the Law Library will check out a Law Library item to the journal’s library account. This allows for materials needed by a journal to be placed in a designated area, easily accessible to the journal staff members who need to use them, while remaining retrievable by library staff should other patrons need them.

HOW TO CHECK OUT A LAW LIBRARY BOOK:

- Bring the law library book to the circulation desk.
- Tell the circulation desk employee the name of journal and the name of the managing editor.
- The circulation desk employee will process the book.
- Items received at least two hours before the library closes will be returned to your shelving location by the time the library closes the same day.
- The managing editor will be notified if there is a problem.

**NOTE:** Items are checked out for the duration of the academic year. If an item is no longer needed, please return it at any time during the year to the circulation desk and tell the circulation desk employee that the item is no longer needed. The circulation desk employee will check in the item and it will be taken off the journal’s account.

HOW TO CHECK OUT NON-LAW MATERIALS:

- To borrow a book from other University of Minnesota Library request the book via the Get It link in the online catalog and request the book be delivered for pickup at the Law Library.
- The circulation desk employee will check out the book to your personal library account.
- Journal staff members are responsible for returning the item and for any fees that might accrue.
- These books can only be checked out for the standard loan periods so please let the circulation desk employee know if you need the book longer and we can try to extend the loan period.

WHAT HAPPENS WHEN OTHER PATRONS WANT CHECKED OUT ITEMS

Because the library staff may need to retrieve materials quickly, all checked out materials are to be used in their designated locations and are not to leave the general area or the building without notifying the circulation desk. When checked out materials are needed by other library patrons for quick use such as photocopying a case or article, they may be retrieved by library staff and returned as soon as the patron has finished. If a patron needs a particular item for a longer period of time, the item may be recalled.
ITEMS THAT CAN BE CHECKED OUT

Materials from the following locations may be checked out until the end of the academic year.

- BRIEFS (Bound U.S. - Basement)
- PER Periodicals, (Plaza)
- REP (Reporters - 2nd Floor)
- Materials labeled “ONE WEEK LOAN” (All floors)
- Documents (U.S., or U.N.)
- LC (Classified texts A-Z - All floors)
- IP-L (India/Pakistan Laws - 4th Floor)
- IP-S (India/Pakistan Serials - 4th Floor)
- IP-T (India/Pakistan texts - 4th Floor)
- HRL (Human Rights Library - 3rd Floor)
- Materials labeled “DOES NOT CIRCULATE” (Except REF items)
- X or Storage (Basement)

THAT WHICH IS NOT

- REF (Reference-Plaza)
- BRIEFS (Unbound U.S.)
- SERV (Looseleaf services)
- RESERVE Materials
- PRI (Primary-Plaza)
- LART (Law, Literature & the Arts — 2nd floor Hedin Alcove)
- **Anything that is not owned by the University of Minnesota Law Library**

Questions about checking out materials should be addressed to Katie Baratto, Interim Access Services Librarian (barat013@umn.edu).