Finding Books

Materials owned by the Binghamton Libraries can be found using the library catalog by going to the Library Catalog link 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 information on Finding Articles (http://library.binghamton.edu/research/media/index.html#Howto)

Locating the book in the Libraries
Binghamton University Libraries uses the Library of Congress Classification System (LC) http://geography.about.com/library/congress/blc.htm to organize books by subject area. The LC call number will appear in the library catalog.

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

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

Floor maps (http://library.binghamton.edu/locations/floorplans/index.html) are available at most service desks.

Books held at the UDC or Library Annex
If a book is at the Library Annex, you can fill out the Annex Request Form or log in to your account to request the item.

For items held at the University Downtown Center, or for items to be brought to the UDC from the Vestal Campus, fill out the University Downtown Center Request Form.

Forms are found under the Contact Us → Request Forms page (http://library.binghamton.edu/about/contact/forms.html).

If the book is checked out….
If the book you want is checked out, you may submit a RECALL, a request that the library staff 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.
If the book is "in the pre-order process", "on order", or "in process", the book is not yet ready to be checked out. Sign in the Library Catalog to place a hold on the book.

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 Service Desks for help. 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.binghamton.edu/services/reader/index.html. Your Binghamton ID 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.

For instructions on how to renew online, see the Library Tutorial http://www.youtube.com/watch?v=Azwjgl5wdJQ

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 most library locations. Photocopies can be made with your BUC$ card. Community members can purchase BUC$ cards for use with the library photocopiers. Scanners are also available.

For more help
View the tutorials on using the Library Catalog and Finding a Book on the Shelves on the Libraries’ Tutorials webpage http://library.binghamton.edu/research/media/index.html.