UNIVERSITY OF MINNESOTA
LAW LIBRARY

RACKING PROCEDURE

To simplify cite checking and to provide journals with easy access to needed materials, the Law Library has created a system called "Racking." This system 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.

To facilitate racking, the Law Library creates patron records for each managing editor (as requested by the executive editor) and checks out items to this patron record as requested by journal staff members.

HOW TO RACK A BOOK

- Bring the book to the circulation desk.
- Tell the circulation desk attendant the name of journal and the name of the managing editor under whose name the material should be racked. (MLR: Mention the issue number if overlapping)
- The circulation staff will process the book for racking.
- 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 problem.

WHAT HAPPENS WHEN OTHER PATRONS WANT RACKED ITEMS

Because the library staff may need to retrieve materials quickly, all racked 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 racked materials are needed by other library patrons for quick use such as photocopying a case or article, they may be retrieved by the 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. Journal managing editors are notified when an item is recalled and should see to it that the recalled item is returned to the circulation desk immediately. We will be happy to work with you to regain access to the material, but **please do not ignore recall notices**. Failure to return a recalled item can result in a very large fine charged to your Journal, but more importantly, deprives another person access to the material. If there is a reluctance to return a recalled item for any reason, please contact Erin Schlicht, Access Services Librarian (eschlich@umn.edu) to discuss options.

NOTE: Racked items are checked out for the duration of the academic year. If a racked item is no longer needed, please return it at any time during the year to the circulation desk and tell the desk attendant to unrack it.

THAT WHICH IS RACKABLE

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

- BRIEFS (Bound U.S. and Minnesota-Basement)
- CORE4 REP (Reporters - 4th, Floor)
- PER Periodicals, CORE3 Periodicals (Plaza and 3rd Floor)
- REP (Reporters-2nd Floor)
- Materials labeled "ONE WEEK LOAN" (All floors)
- Documents (U.S., state, or U.N.)
- LC (Classified texts A-Z- All floors)
- IP-L (India/Pakistan Laws-Basement)
- IP-S (India/Pakistan Serials-Basement)
- IP-T (India/Pakistan texts-Basement)
- 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. and Minnesota–Basement)
- 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 racking should be addressed to Erin Schlicht, Access Services Librarian (eschlich@umn.edu).