
INFOLINK (LIBRARY CATALOG)

InfoLink is used to find materials owned by the Binghamton Libraries. Use the *InfoLink* to find 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 also appear in *InfoLink*. Periodical articles cannot be found in *InfoLink*. See the [Finding Articles](#) guide for more information on how to find articles.

InfoLink is available through the library web page at: <http://library.lib.binghamton.edu/> . It can be freely accessed by any computer with an Internet connection.

LOCATING THE BOOK IN THE LIBRARIES

Binghamton University Libraries use the [Library of Congress Classification System \(LC\)](#) to organize books by subject area. The call number of the book will appear in *InfoLink* in the "Library Holdings" field.

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

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.

If the book is "in the pre-order process", "on order", or "in process", the book is not yet ready to be checked out. You can fill out a PROCESSING REQUEST FORM so that you will be notified when the item is available.

If the book is in the "Library Annex," then you must fill out a form in order to get the item. The item will be available at noon if received that day by 8a.m., M-F. Requests made over the weekend will be filled the following Monday.

Some of these functions are available in *InfoLink* if you are signed into your personal account using your PODs username and password. Many of the forms are also available on the Libraries' web page under "Request Forms" at <http://library.lib.binghamton.edu/forms/formlist.html> . Circulation will notify you, via your Binghamton e-mail, when the book is available to be checked out.

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 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 BOOKS

What type of material you can take out and for how long varies depending on your status. In general, graduate and undergraduate students can check out books, government documents, microforms, DVDs and CD-ROMS.

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

Your Binghamton identification card serves as your library card. For more, see the Circulation Services web page at <http://library.lib.binghamton.edu/webdocs/circ.html>.

RENEWALS

Books may be renewed at any time during the loan period, if another patron has not requested them. If there is a recall or hold on a book, it may not be renewed. Renewals can be made in-person, by presentation of the book to staff at the Circulation Desk, or online through your personal account in *InfoLink*.

RESTRICTED MATERIALS

Some materials may only be used within the library building. They may not be borrowed. 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 and printers.

FOR MORE INFORMATION

- Maps showing locations of materials in the Bartle library are available in the Bartle Library reference area and at the Reader Services Desks.
- Information about Circulation policies can be found at:
<http://library.lib.binghamton.edu/webdocs/circ.html>