



HOW TO OBTAIN MATERIALS IN THE MAIN READING ROOM

Many of the Library's reading rooms are open to anyone sixteen years of age and older. Researchers are required to obtain Reader Identification Cards from the Reader Registration Office located in LM140 on the first floor of the Madison Building or in LJ139 in the Jefferson Building.

WiFi is available in the reading rooms. Select "LOC Guest" and accept the terms. Electric outlets are available for laptops.

HOW TO OBTAIN A BOOK

- Locate the call number for the book in the online catalog <https://catalog.loc.gov> . You may search the Library's catalog from any location.
- Request items online from the catalog once an account with a password is established.
To create an account, follow these steps:
 - Click on "LOGIN" from the upper right side of the catalog.loc.gov page
 - Select "Account Info"
 - Enter your last name
 - Enter your account number (the number below the barcode on your Reader ID, including the "R")
 - Enter the default password: tL7898c2
 - You will be asked to change your password the first time you log in

If you need assistance in setting up an account, please see a reference librarian.

- Items may be requested online prior to arriving at the Library. They will be held at the Central Desk in the Main Reading Room (or in a variety of other listed reading rooms) for 48 hours after the materials arrive at their location.

BOOKS NOT FOUND - If an online request is returned with "NOS" (Not On Shelf), consult with a reference librarian. There may be other copies or editions, or you may need to submit a "Special Search" form online at http://www.loc.gov/rr/cmd/specialsearch_pub_form.html.

MAKING COPIES - Materials may be **photocopied** or **scanned and emailed** in Alcove 7 in the Main Reading Room or on the 5th floor of the Adams Building. Credit cards or copy cards may be used for copies. **Free book scanners are available**; readers must bring a flash drive. Use of **private cameras** for photographing materials is permitted once a form is obtained from a reference librarian.

SEVEN-DAY RESERVE - Readers may hold up to seven books on the seven-day reserve shelves in Alcove 7 of the Main Reading Room or near the photocopiers on the 5th floor of the Adams Building. Reference materials may not be reserved. **To reserve materials for a longer period**, researchers may ask a reference librarian in the Main Reading Room for a **study shelf application**.