Services for SLS Students

Scanning and book pickup request services are available to SLS students starting **July 13, 2020**. The first available book pickup date is **Wednesday, July 15**.

**Request a Scan**

**Request Print Material for Pickup**

*Request Form* for Both Services

(or email requests to Circulation@law.stanford.edu)

**What’s Available to Scan?**

- Selections from RCLL books and journals, subject to standard copyright limitations.
Not sure whether what you want scanned is available or acceptable? Don’t worry, just ASK! We’ll provide you with everything possible.

What’s Available to Checkout & Pickup @ SLS?

- Law Library materials
- Other Stanford Libraries (SUL) materials* -- Green Library, SAL 3, Education Library, Music Library, and Art & Architecture

*Note that it is possible for you to pick up SUL material directly from Green Library by using the “request” buttons available in SearchWorks (more information about their pickup system is available here). However, RCLL materials may only be picked up at the Law Library, as specified below.

Pickup Availability

Pickup services are only available by appointment.

**Hours:**
Wednesday & Friday, 1pm - 3pm

**Location:**
Outside of the Crown Building in the archway.
How Pickups Work

1) **Place a book request**
   Please use this [form](https://libcal.law.stanford.edu/reserve/pickup) to make your request or email [Circulation@law.stanford.edu](mailto:Circulation@law.stanford.edu)

2) **Make an appointment**
   Once you receive an email notification that a hold is ready for pickup, schedule your pickup time online.
   Go to [https://libcal.law.stanford.edu/reserve/pickup](https://libcal.law.stanford.edu/reserve/pickup)
   Please allow up to **24-hours** for your email notification when requesting Law material for pickup.
   Note that Stanford Libraries materials may take up to **4 days**.

3) **Get an Onsite Access Badge**
   On the day of your appointment, go to [healthcheck.stanford.edu](https://healthcheck.stanford.edu) and obtain your onsite access badge. Please do this prior to traveling to the pickup location.
   Please be prepared to show your badge to library staff.

   **Other Items to bring**
   - Your Stanford ID
   - Bags (in case you need to carry a lot of books!)

4) **Proceed to the pickup station during your 30-minute appointment slot.**
   - If there is a line, please maintain social distancing
   - Please be sure to wear a face-covering.
Reference Assistance

Your reference librarians are ready to help you! Email us at reference@law.stanford.edu with questions, anytime!

Unwanted Holds

If you have placed a book on hold that you no longer need, please cancel that hold so your fellow library customers can get their items more quickly.

Questions about scans or book pickups?

Email us at circulation@law.stanford.edu.