# THE UNIVERSITY of EDINBURGH
## Information Services Group

**2020/2021**

## To locate books and journals in the Law Library

1. Search DiscoverEd to find its shelf mark.
2. Find the shelf-mark of the book listed on the Shelving Guide to find the Stack and Bay number location of the book.
3. The stacks and bays are numbered, guides are available at the Helpdesk and on the book stacks.
4. Journals are arranged in alphabetical order in the Senate Room and Lower Ground Floor.

| Law Library Location Guide | Ground Floor | Mezzanine | Lower Ground Floor |
|---|---|---|---|
| Study Desks (including Computers) | √ | √ | √ |
| Group Study Rooms | | 00M.153 and 00M.154 | |
| Open Access Computers | | √ | √ |
| Accessible Equipment | 2 Height adjustable desks | Height adjustable desk 00M.154 | Height adjustable desk LG.04 |
| UK Law Reports | Senate Room | | |
| Session Cases and Scots Law Times | Senate Room | | |
| Reserve Books | √ | | |
| Book Stacks | Bays 39 –187 | Bays 257 – 384 | |
| Journal Collections | KXA – KXJ | | KXJ – KXZ |
| Toilets – all Gender Neutral | 1 Accessible | 1 | 6 and 1 Accessible |
| Self-guided Tour (PDF link on this page) | https://edinburgh-uk.libguides.com/Law | | |

## Welcome to The University of Edinburgh
# Edinburgh Law School Library

### Fire Safety

- The Fire Alarm is tested every Wednesday at 10.53am.
- Do not use the Lift.
- Exit the building as quickly as possible.
- Follow the Green Fire Exit signs to the nearest exit.
- Do not walk through the library to the main Quad Entrance.
- Fire Stewards in Old College will direct you to the nearest Assembly Point.
- Fire Stewards will be instructed as to when it is safe to return to the building.

### Law Library Opening Hours

| Days | Library open | Library closes |
|---|---|---|
| Monday – Thursday | 9.00am | 10.00pm |
| Friday | 9.00am | 7.00pm |
| Saturday | 9.00am | 5.00pm |
| Sunday | 12.00 noon | 5.00pm |

### Vacations

| Days | Library open | Library closes |
|---|---|---|
| Monday – Friday | 9.00am | 5.00pm |

Further information can be found on the following:

## www.ed.ac.uk/is/law-library



**CUSTOMER SERVICE EXCELLENCE**
CSE ®

**Edinburgh Law School Library**
**Old College**
**South Bridge**
**Edinburgh**
**EH8 9YL**

**Tel: 0131 650 2044**
**Email: IS.Helpline@ed.ac.uk**

**University Security 24/7**
Based at 13 Infirmary Street, Edinburgh, EH1 1LT
Tel: 0131 650 2257 or, in an emergency, 2222 on internal extensions.
Email: security@ed.ac.uk

**If you require this document in an alternative format, such as large print or a coloured background, please contact Irene.Gordon@ed.ac.uk**

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336.

# Welcome to The University of Edinburgh
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## Welcome to the Law Library

### Key services

**IS Helpdesk**

- Enquiry Desk for all questions relating to the Law Library, its contents, locations and resources. Help is available with basic subject specific questions and onward referrals to the Academic Support Librarians.
- Basic IT support including wifi access and password help.
- Help with printing, copying and scanning.
- University Card Services for replacement cards.
- Library membership registration services.
- Help with your manangePrint account.

### Computing

For information on desktop and personal computing services including open-access computers, printing, software and information security:

**www.ed.ac.uk/information-services/computing/desktop-personal**

Use the eduroam Connection on your device to connect to eduroam WiFi:

**www.ed.ac.uk/information-services/computing/desktop-personal/ wifi-networking/configure-device**

### How to request items not held in your Library

Use Libraries Resources Plus for information on finding items in other libraries. There are links in DiscoverEd to source items from all Edinburgh University libraries and elsewhere. Students may also use the Request A Book service to have items purchased for the library.

**www.ed.ac.uk/information-services/library-museum-gallery/finding-resources/ library-resources-plus**

## Photocopying, printing and scanning

- Printing, photocopying and scanning facilities are available in the library.
- Pay for printing and copying with your university Printing Account. Use the Online print credit service in MyEd to add money to your printing account. This can also be done at the Library Helpdesk.

### Charges

| Black and White | | Colour | |
|---|---|---|---|
| A4/A3 single-sided | 5p | A4 Colour | 30p |
| A4 double-sided | 8p | | |

## Borrowing information

| Category | Loans | Loan Period |
|---|---|---|
| Undergraduate | 30 | 1 – 4 weeks |
| Postgraduate Taught | 50 | 1 – 12 weeks |
| Postgraduate Research/Staff | 60 | 1 – 12 weeks |
| Alumni | 15 | 1 – 4 weeks |
| External | 5 | 1 – 4 weeks |

### Item location

| | |
|---|---|
| Law & Europa Library – LC sequence (STANDARD LOAN) | Edinburgh Law School Library Stack sequences |
| Law & Europa Library – LC sequence (SHORT LOAN) | Edinburgh Law School Library Stack sequences |
| Law & Europa Library Law Library Reserve | Reserve Collection Edinburgh Law School Library |
| Law & Europa Library Europa Library (REFERENCE) | Ask at Edinburgh Law School Library Helpdesk – item stored in Main Library Store |
| University Collections Facility | Request online using DiscoverEd |
| Items with * prefix to Shelf mark | Formerly shelved in the Gordon Duncan Room – please seek assistance at the Centre for Research Collections, Main Library |

### Reserve

Three hour loan period – limited to three items.

### Fines

Overdue books are charged at the following rates.

| | |
|---|---|
| Standard loan | 20p per day |
| Short loan | 40p per day |
| Reserve | 2p per minute |
| Recalled item | £1 per day |

## Law Library Subject Guide

**https://edinburgh-uk.libguides.com/Law**

Detailed guide to Library resources, databases and digital skills including Referencing, Plagiarism, and using online Law Reports.

Contact the Academic Support Librarians for subject support:

**Law.Librarian@ed.ac.uk**

## Information Services

**www.ed.ac.uk/is/information-services**

**www.ed.ac.uk/is/library**

The Library essentials web page is your starting point for links to Information Services and Library Resources.

- DiscoverEd
- Databases
- e-journals
- e-books
- Helpservices

### DiscoverEd

DiscoverEd is the Library's discovery service. Use it to search the Library's collections: this includes books, e-books, journal titles, journal articles, databases and more. Use your University login details to sign into your Library Account and manage loans, requests and fines.

Use the DiscoverEd search box on the Library homepage: **www.ed.ac.uk/is/library** or go to the DiscoverEd homepage: **http://discovered.ed.ac.uk**

### e-books

The Library has over 360,000 e-books. Find e-books using DiscoverEd or by browsing e-book collections. More information on available e-book collections: **www.ed.ac.uk/is/finding-resources**

### e-journals

The Library subscribes to over 40,000 e-journals. Browse or search for e-journals using DiscoverEd. You can also use DiscoverEd to find journal articles.

### Databases

The Library subscribes to an extensive range of specialist databases. An A-Z of databases is available: **www.ed.ac.uk/is/databases-a-z**

Find databases for your subject here: **www.ed.ac.uk/is/databases-subjects**

### RAB (Request a Book)

For further information: **www.ed.ac.uk/is/book-recommendations**

### Academic Support Librarians

Academic Support Librarians can help staff and students for all matters relating to library services: **Law.Librarian@ed.ac.uk**

## Service Alerts

Library and Information Services alerts are advertised in advance:

**http://reports.is.ed.ac.uk/alerts/**

Follow **@Isalerts** on Twitter: **www.twitter.com/isalerts**