Law Library Location Guide

**Ground Floor**
- Helpdesk
- Self Service facilities
- Accessible workstation
- Open-access computers
- Printing, photocopying, and scanning
- Print collection: Reserve books – 3hr Loan
  - Journal sequence starts (KX)
- Open-access computer room: G.04

**First Floor**
- Group Study Rooms
- Open-access computers
- Printing, photocopying and scanning
- Laptop lockers
- Print collection: Journal sequence (KX) continues
  - Public Statutes
  - Current Law
- Current Journals: continues

**Second Floor**
- Open access computers
- Laptop lockers
- Print collection: Law Library (KA – KU)
  - Law Reports

**Third Floor**
- Self Issue facility
- Open-access computers
- Print collection: Library of Congress sequence (B – KZ)

---

**Fire Safety**

On hearing the fire alarm, leave the building **immediately** using the nearest available fire exit.

- Lifts must not be used
- Do not stop to collect belongings
- Go directly to the Fire Assembly Point designated to your building
- Follow the instructions given by fire stewards

The alarm is tested every Wednesday at 10.53 am.

---

**Law Library Opening Hours**

<table>
<thead>
<tr>
<th>Days</th>
<th>Library open</th>
<th>Library closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8.00am</td>
<td>10.00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9.00am</td>
<td>7.00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00am</td>
<td>5.00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12.00 noon</td>
<td>5.00pm</td>
</tr>
</tbody>
</table>

**Vacations**

<table>
<thead>
<tr>
<th>Days</th>
<th>Library open</th>
<th>Library closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>9.00am</td>
<td>5.00pm</td>
</tr>
</tbody>
</table>

Further information can be found on the following:

[www.ed.ac.uk/is/law-library](http://www.ed.ac.uk/is/law-library)
Welcome to the Law Library

Key services and facilities

IS Helpdesk
- Library information
- Book and journal related searches
- EASE and computing password help
- Printing account payments

Computing
- Open access computers
- Accessible workstation and scanner
- Wi-Fi - register for a wireless account to use your laptop in the library.

Self Requests
Requests for items on Loan or held in the Library Annex may be made through DiscoverEd and collected from our self-collection shelf at the Helpdesk. Information at: www.ed.ac.uk/is/self-requests

EASE
To access MyEd and electronic resources use your EASE username and password. https://www.myed.ed.ac.uk/

Photocopying and Printing
- Printing, photocopying and scanning facilities are available in the library.
- Use your Print Credit account and matriculation card to pay for printing and photocopying.
- Top up your account online via MyEd.
- Use EveryonePrint to print from your mobile device or tablet: https://www.everyoneprint.is.ed.ac.uk

Charges

<table>
<thead>
<tr>
<th>Black and White</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4/A3 single-sided</td>
<td>A4 Colour</td>
</tr>
<tr>
<td>5p</td>
<td>30p</td>
</tr>
<tr>
<td>A4 double-sided</td>
<td></td>
</tr>
<tr>
<td>8p</td>
<td></td>
</tr>
</tbody>
</table>

Borrowing information

<table>
<thead>
<tr>
<th>Category</th>
<th>Loans</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>90</td>
<td>1 – 4 weeks</td>
</tr>
<tr>
<td>Postgraduate Taught</td>
<td>50</td>
<td>1 – 12 weeks</td>
</tr>
<tr>
<td>Postgraduate Research/Staff</td>
<td>60</td>
<td>1 – 12 weeks</td>
</tr>
<tr>
<td>Alumni</td>
<td>15</td>
<td>1 – 4 weeks</td>
</tr>
<tr>
<td>External</td>
<td>5</td>
<td>1 – 4 weeks</td>
</tr>
</tbody>
</table>

Item status

<table>
<thead>
<tr>
<th>Item in library</th>
<th>Available at the Law Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item not in library</td>
<td>Checked out from the Law Library</td>
</tr>
</tbody>
</table>

Reserve
Three hour loan period - limited to three items.

Fines
Overdue books are charged at the following rates.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard loan</td>
<td>20p per day</td>
</tr>
<tr>
<td>Short loan</td>
<td>40p per day</td>
</tr>
<tr>
<td>Reserve</td>
<td>2p per minute</td>
</tr>
<tr>
<td>Recalled item</td>
<td>£1 per day</td>
</tr>
</tbody>
</table>

Finding books and journals

www.ed.ac.uk/is/catalogue
- Use DiscoverEd to find the shelfmark.
- Make a note of the shelf mark and refer to the Floor Guide.
- Go to the floor holding the book sequence and refer to the shelf mark guides on the book stacks.

Legal Citations
Abbreviations can be looked up online using the Cardiff Index to Legal Abbreviations: www.legalabbrevs.cardiff.ac.uk

Information Services

Information Services webpage: 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-books
- e-journals
- 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 EASE 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

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