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)

THE UNIVERSITY of EDINBURGH

Welcome to Edinburgh University Law Library

2016/2017

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

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

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

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
- Wifi - register for a wireless account to use your laptop in the library

Self Requests

Requests for items on Loan or held in the Library Annexe 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 on line via MyEd.
- Use EveryonePrint to print from your mobile device or tablet:
  https://www.everyoneprint.is.ed.ac.uk

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 status

Item in library	Available at the Law Library
Item not in library	Checked out from the Law 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

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

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 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**