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, Printing and Scanning
- 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

Visitings Library yellow card holders can now photocopy, scan and print. Please visit the IS Helpdesk for information.

Borrowing information

<table>
<thead>
<tr>
<th>Category</th>
<th>Loans</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>30</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

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

Fines

Overdue books are charged at the following rates.

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</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>

Reserve

Three hour loan period - limited to three items.

Finding books and journals

www.ed.ac.uk/is/catalogue
- Use DiscoverEd to find the shelf mark.
- 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.
- Journals are held in the Law Library and Library Annex – use DiscoverEd or ask for assistance at the Helpdesk to find location.

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 webpage is your starting point for links to Information Services and Library Resources.
- DiscoverEd
- Databases
- e-books
- 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

Charges

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

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www.ed.ac.uk/is/graphic-design

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Law Library
David Hume Tower
George Square
Edinburgh
EH8 9JX

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

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>9.00am - 5.00pm</td>
<td>10.00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9.00am - 7.00pm</td>
<td>7.00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00am - 5.00pm</td>
<td>5.00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12.00 noon - 5.00pm</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 - 5.00pm</td>
<td>5.00pm</td>
</tr>
</tbody>
</table>

Further information can be found on the following:

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

Law Library Location Guide

Ground Floor
- Helpdesk – for enquiries, help with library and printing accounts and password reset
- Self Service facilities including Book Issue and Return, Registration and DiscoverEd
- Search Points
- Printing, copying and scanning facilities
- Reserve Books – 3 hour loan
- Current Journal and New Book Display
- Printed Journal sequence (KX)

First Floor – Quiet Study area
- Group Study Rooms 1.16 and 1.17 – Bookable via MyEd
- Accessible work station and additional height adjustable desk
- Printing, copying and scanning facilities
- Laptop lockers
- Public Statutes, Current Law, Halsbury’s, and Loose-leaf collection

Second Floor – Quiet Study area
- Law & Europa – LC Book sequence continues from Floor 3
- Laptop lockers

Third Floor – Silent Study area
- Self-issue facility
- Law & Europa LC Book sequence starts

Open Access computers
- Room G.04 – Ground Floor entrance next to DHT lifts
- Law Library – Ground, First and Second Floors