Welcome to the Law Library

Key services and facilities

IS Helpdesk
- Library guides and how to find items in the collection either in the library or online
- Basic IT support including wi-fi access and password help
- Help with printing, copying and scanning
- University Card services for new and replacement cards
- Library membership registration
- Add credit to your printing account

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 Annexes may be made through DiscoverEd and collected from our self-collection shelf at the Helpdesk.
Information at: www.ed.ac.uk/is/self-requests

University login details

To access MyEd and electronic resources use your University login details.
https://www.myed.ed.ac.uk/

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 available on MyEd to top up your account.
- Top up your account online via MyEd.
- Use EveryonePrint to print from your mobile device or tablet: https://www.everyoneprint.is.ed.ac.uk

Visiting Library yellow card holders can now photocopy, scan and print. Please visit the IS Helpdesk for information.
www.ed.ac.uk/is/printing

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>
<tr>
<td>A4 Colour</td>
<td>30p</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>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

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

- Use DiscoverEd to find the shelfmark.
- Make a note of the shelfmark and find the location in the library using the Stack and Bay guides.
- Go to the Stack which has the shelfmark sequence and refer to the Stack Guide to find the Bay Number.
- Journals are held in the Law Library and Library Annexes - 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 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
Welcome to Edinburgh Law School Library

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

Print Copy Scan
• Reserve Area and Lower Ground Floor

Height adjustable desks
• Ground Floor Study Area 2 (0)
• Lower Ground Floor
• Mezzanine Group Study Room 00M.154

Further information can be found on the following:
www.ed.ac.uk/is/law-library

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</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>

Books are arranged using the Library of Congress classification system and are organised by Book Stack and Bay Numbers on the Ground Floor and Mezzanine.

Journals are arranged alphabetically and are located in the Senate Room and Lower Ground Floor.

Ground Floor
• Book Stacks 1 – 4 (Bays 39 – 187)
• Ground Floor Study Areas 1 – 2
• Current Journals
• Accessible Toilet

Senate Room Study Area
• Journals KAA – KKA
• All England and Weekly Law Reports
• Session Cases
• Scots Law Times
• Statutes

Mezzanine
• Book Stacks 5-9 (Bays 257 – 384)
• Mezzanine Study Areas 1 – 4
• Group Study Rooms 00M.163 and 00M.154
• Open Access Computers
• Gender neutral toilet

Lower Ground Floor
• Journals KXJ – KXZ
• Lower Ground Floor Study Areas 1 – 3
• Accessible Workstation
• Open Access Computers
• Gordon Duncan Room
• Accessible toilet
• Gender Neutral Toilets