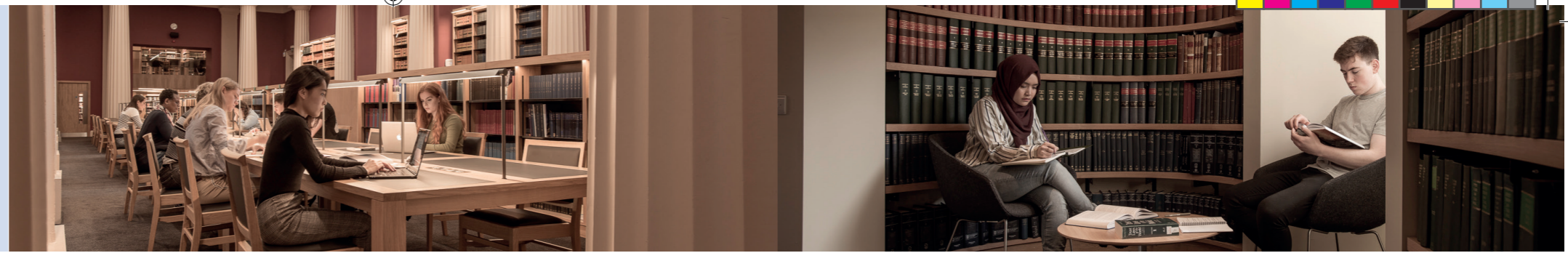




# Edinburgh University Edinburgh Law School Library



## 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 wifi 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
- 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](http://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 on line 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](http://www.ed.ac.uk/is/printing)

### 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](http://www.ed.ac.uk/is/catalogue)

- Use DiscoverEd to find the shelfmark.
- Make a note of the shelf mark 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 Annexe – 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](http://www.legalabbrevs.cardiff.ac.uk)

## Information Services

[www.ed.ac.uk/is/information-services](http://www.ed.ac.uk/is/information-services)

[www.ed.ac.uk/is/library](http://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](http://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](http://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](http://www.ed.ac.uk/is/databases-a-z)

Find databases for your subject here: [www.ed.ac.uk/is/databases-subjects](http://www.ed.ac.uk/is/databases-subjects)

### RAB (Request a Book)

For further information: [www.ed.ac.uk/is/book-recommendations](http://www.ed.ac.uk/is/book-recommendations)

### Academic Support Librarians

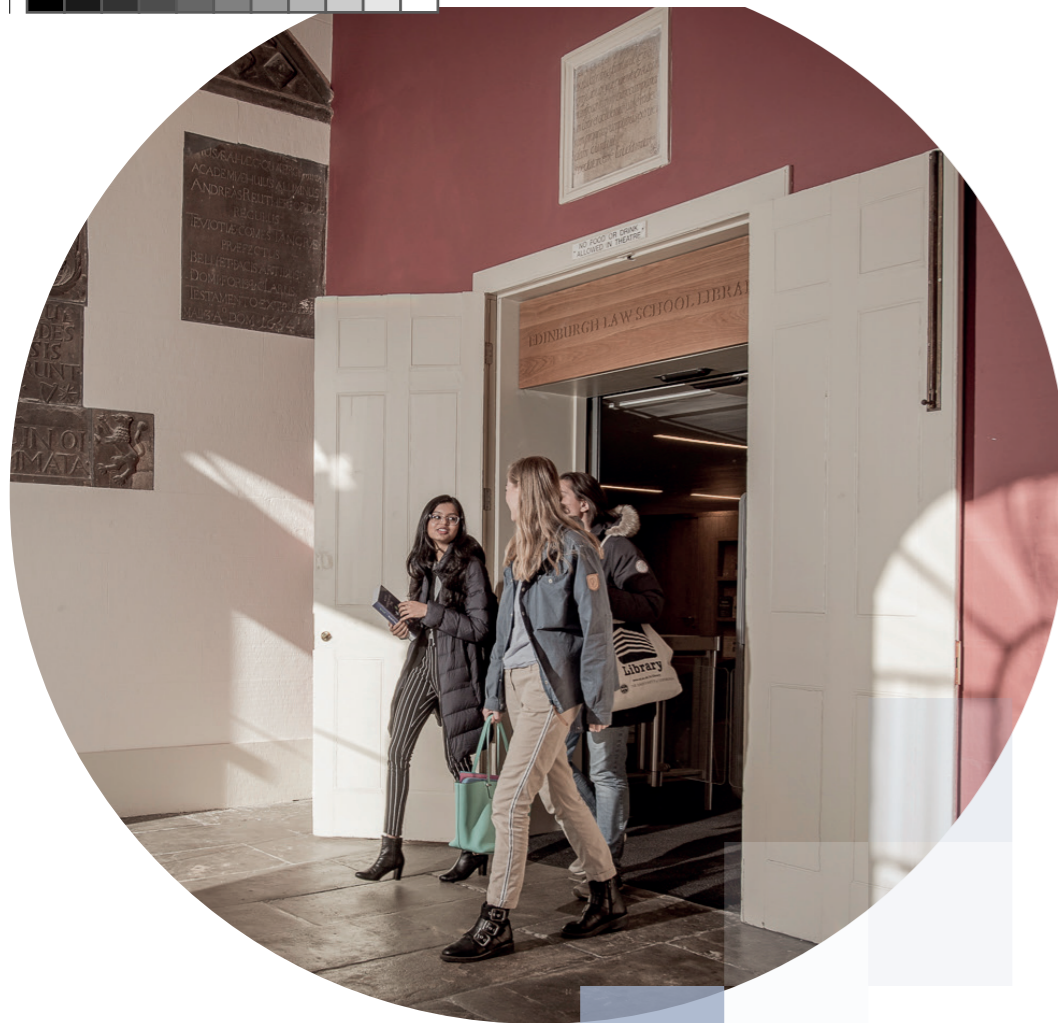
Academic Support Librarians can help staff and students for all matters relating to library services: [Law.Librarian@ed.ac.uk](mailto:Law.Librarian@ed.ac.uk)

## 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](http://www.twitter.com/isalerts)



## Law Library Location Guide

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 KXA – KXJ
- 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.153 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

### Print Copy Scan

- Reserve Area and Lower Ground Floor

### Height adjustable desks

- Ground Floor Study Area 2 (2)
- Lower Ground Floor Accessible Workstation
- Mezzanine Group Study Room 00M.154



**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**

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### 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](http://www.ed.ac.uk/is/law-library)

