Law & Europa Library Opening Hours

Days	Building open	Building closed
Mon - Thurs	9.00am	10.00pm
Friday	9.00am	7.00pm
Saturday	9.00pm	5.00pm
Sunday	12.00 noon	5.00pm

Summer Vacation Timetable

Days	Building open	Building closed
Mon - Fri	9.00am	5.00pm

Closing Bell

Closing bell rung 30 minutes and 15 minutes before closing time.
Photocopiers switched off 15 minutes before closing time.
Helpdesk shuts 10 minutes before closing time.

Fire Alarm

On hearing the alarm, leave the Library via the nearest fire exit and assemble in Old College Quad. Tested every Wednesday at 10:53 am.

Please Note: Food and drink are not permitted in the Library.

Getting help - contacts
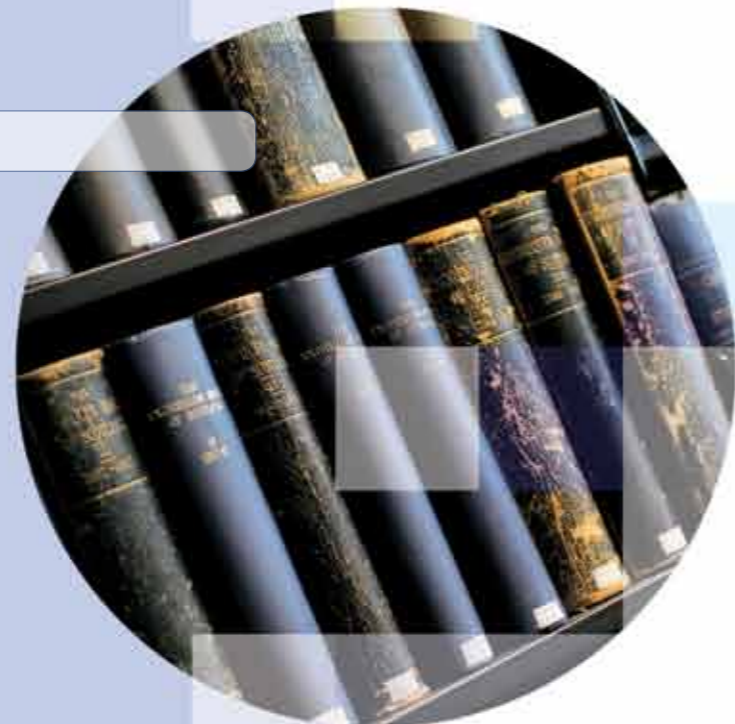
IS.Helpline@ed.ac.uk
Tel: 0131 651 5151

Law School IT Support Team
law.support@ed.ac.uk
Tel: 0131 650 8138 or 0131 650 9586

Disability Office - study support resources
www.disability-office.ed.ac.uk

If you require this document in an alternative format such as large print, Braille etc. please contact Andrew.Kirk@ed.ac.uk

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336.

Designed by The Multimedia Team, Information Services,
The University of Edinburgh **www.ed.ac.uk/is/graphic-design**

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

IS Helpdesk Law & Europa Library
Key services and facilities available

Helpdesk staff to answer enquiries relating to library and computing resources

Help with password and accounts

Self Service for book issues and returns

Photocopiers and printers

Microlab computers

Wifi

THE UNIVERSITY *of* EDINBURGH

Law & Europa Library
Old College
Edinburgh EH8 9YL

Tel: 0131 650 2044
Email: IS.Helpdesk@ed.ac.uk

August 2011/2012

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Welcome to
Edinburgh University
Law & Europa Library

Edinburgh University Law & Europa Library

Accessing services

The Information Services home page provides links to key services for staff and students.

www.ed.ac.uk/is

EASE and MyEd

Your EASE password gives you access to most of the University's online services via MyEd. The Library section has links to your account, the electronic resources and a useful IS Skills section.

https://www.myed.ed.ac.uk/

Locating sources of legal material
- printed and electronic

- Primary sources: Legislation and law reports.
- Secondary sources: Text books, academic journals, legal encyclopaedias and legal dictionaries.
- Search the Online Catalogue for locations and links.

Legal Citations

Legal citations are a reference to a law report, legislation or journal but in an abbreviated form. This will include names of parties, year, volume number, name of law report, page number.

Legislation citations will have the title, content and date.

Neutral Citations

These give the year and court name for online reports. Abbreviations used can be looked up on line using the Cardiff Index to Legal Abbreviations:

www.legalabbrevs.cardiff.ac.uk

Resources

Library Catalogue

Available online from the Library essentials page or Library OPAC computer.

www.ed.c.uk/is/library

Electronic Resources

From the Library essentials page use the Finding Resources link to take you to an overview of more detailed information on the following:

Databases and Electronic journals

Searchable by title from the Catalogue. Also listed alphabetically or by subject from the Finding Resources page.
Searcher which will look at multiple Library resources using a single search box.

All accessed by links from the Library essentials page or via MyEd and require an EASE password.

Location information of printed material in the Law & Europa Library

Text books

Europa Library	Room 271
Library of Congress	Rooms 271 – 274
Law Library General	Rooms 347 – 351
Reserve	Room 288
Reference	Room 288

Journals

Law Serials (KX)	Rooms 294 – 298

Law Reports

Law reports	Rooms 284, 286, 292 – 298

Borrowing information

	Loans	Loan Period	Reserve 3 hour Loan
UG	25	1 – 4 weeks	3
PG/Staff	40	1 – 12 weeks	3
External	5	1 – 4 weeks	0

Not charged – available for loan.
Charged – issued to another reader.
Requested – required by another reader.

Fines are charged on a daily basis for late return.
Books can be renewed online, at the Helpdesk, on the Self-issue machine and by telephone.

Holds and Recalls

Books already charged to another reader can be requested at the Helpdesk.

Checking your Library Account

Check the status of your Library Account via MyEd.

Printing and Photocopying

Charged to your printing account.
Top up online via MyEd or at the Helpdesk.
Cards available for external users.

Charges

Black and White		Colour		Photocopying Cards	
A4/A3 single-sided	5p	A4 Colour	30p	16 copies	£1
A4 double-sided	8p			90 copies	£5
				190 copies	£10
				400 copies	£20