Edinburgh University: Law Library Tour

Welcome to the Law Library. Before you start you should know:

- The Fire Alarm test is on Wednesday mornings (10.53 am approx.). If the Fire Alarm sounds at any other time please evacuate the building via the nearest available route by following the ‘Green Running Man’ Fire Exit sign.
- Please do not eat and drink in the library area (bottled water is allowed).
- Please be aware that CCTV operates throughout the Library.
- If you have problems accessing the Library, please speak to the Library Services Manager.

1. Using the Library

You can use any of the Libraries run by Information Services and have access to the online resources via your University Login (EASE). Your University Card is used to swipe into the Library, using the copiers and for borrowing books. If you forget or lose your University Card, please speak to the Helpdesk staff. Further information is available on the Library web pages (https://www.ed.ac.uk/information-services/library-museum-gallery/using-library).

2. Library Helpdesk:

Begin your tour at the Ground Floor Helpdesk: Helpdesk staff can help you with information and advice about the Library and Information Services. If they cannot answer your question immediately they will quickly get back to you or refer you on. Staff are available during opening hours and the team are always happy to help with any problem no matter how small or how large! This area also has:

- A Self-Service machine to Issue and Return books (not Reserve)
- DiscoverEd Search points to look up shelf marks.
- Laptop Lockers – keys are available from the Helpdesk.

3. Reserve Collection: Go through to the Reserve Collection

The Reserve Collection is where the high-use books are located. They have a 3-hour loan period. You must issue and return these items by using your Student Card at the Self-Service Machines.

When you search for a book in the Library catalogue (DiscoverEd) the record will show you the lending period and shelf mark. There are multifunction devices (MFDs) here which can be used for photocopying, scanning to email or as printers. You will be given an initial Print Credit, after which you can top up your account using MyEd or at the Helpdesk.

4. Oval Room: Pass the Oval Room on the left and go to the Ground Floor Book Stack

The Oval Room contains Scots Law Reference material such as the Stair Memorial Encyclopaedia, the works of the Institutional Writers, Morison’s Dictionary and other Scottish Law reference material that you may need to consult. (The Oval Room is an alternative route to the Curved Lobby and Senate Room.)
5. Ground Floor Book Stacks  The books are organised alphabetically by shelf mark which is based on their subject. To locate a book-

1. Search DiscoverEd to find its shelf mark.
2. Use the shelving guide to find the Stack and Bay numbers. Guides can be found around the library and at the Helpdesk.
3. Look at the end of the stacks to find the correct stack and bay.

If you are having problems finding a book then go to the Helpdesk and ask the staff to help you. The book loan periods are: Reserve (3 hours), short (1 week) or standard (4 weeks for undergraduate and 12 weeks for postgraduate).

Books can be renewed online and there are fines for late returns.

6. Senate Room: Follow signs to the Senate Room (do not use the Senate Room doors to exit the library)

The Senate Room contains UK statutes, UK law reports and the Scottish law reports (e.g., the Session Cases and the Scots Law Times), all of which are also available online.

Journals are in alphabetical order in the centre shelves and continue on the Lower Ground floor. To see if a journal is print or online check DiscoverEd or other relevant law databases.

7. Curved Lobby & Mezzanine floor: Leave the Senate Room and turn right into the Curved Lobby

Take the stairs up to the Mezzanine floor where the book collection continues. The Reference section is next to the Study area overlooking the Senate Room and includes dictionaries and encyclopaedias.

There are study spaces throughout the library, and it can get busy, especially during exam time.

Go through the Mezzanine area following signs to the Helpdesk

This will take you past more study areas and the two Group Study Rooms (which can be booked via Room Booking on MyEd) and some open access computers. Wi-Fi is available throughout the library. You can use your laptop, and secure lockers for these are near the Helpdesk.

8. Lower Ground floor (LG.02- LG.04): Go to the Lower Ground area by the stairs or lift

The Lower Ground area has three interlinked rooms which contain the rest of the journal collection, open access computers (for which your University Login is required) and an accessible workstation (LG.04).

The accessible toilet, gender neutral toilets and water fountain are in the corridor.

To finish the tour, return upstairs to the Ground Floor.

And finally – remember that staff are here to help, so please ask if you do not know – we might!