

LAW LIBRARY STUDENT GUIDE

Welcome to the Law Library

Specially designed over three floors in the Melbourne Law School at University Square, the Law Library is an accessible and easy to use resource for University of Melbourne students.

The Law Library has one of the finest legal collections in Australia and an extensive range of online legal resources which can be accessed from the Law Library homepage at <http://web.law.unimelb.edu.au/library>

The Law Student Study Area is located on Level 3. It is open when the Law Building is open, which is generally Monday – Friday from 7.30am – 11.00pm and from 10.00am – 6.00pm on Saturdays and Sundays. The Law Student Study Area is available only to Melbourne Law School LLB, JD, LLM and RHD students.

If you have questions or suggestions about using the Law Library and our collections, please feel free to contact me, Carole L Hinchcliff, Law Librarian, c.hinchcliff@unimelb.edu.au or 8344 8500.

ACCESS TO LIBRARY RESOURCES

Library Catalogue

<http://cat.lib.unimelb.edu.au/>

The University of Melbourne online catalogue lists items held in all University of Melbourne libraries. Computer catalogues are located on all levels of the Law Library.

To see if the Law Library holds particular books (including e books) or journals search the online catalogue by title. Items in the Law Library have the prefix UniM Law.

Where to find Books and Journals in the Law Library

- General books - Level 5
- Tax collection - Level 5 (all texts, loose-leaf services, journals, law reports and treaty series relating to taxation).
- Journals - Level 4. Post-1980 issues are on open shelves; pre-1980 issues are in the compactus. (Note: tax journals are in the Level 5 Tax collection).
- Reports and Legislation - Level 4
- Reserve collection - Level 3
- Discovery - <http://www.library.unimelb.edu.au/discovery> (Use Discovery to access subscription databases, e-journals and selected full text articles).

For more information collect a self-paced tour guide from the Service Desk.

Borrowing - Level 3

Most books can be borrowed for 28 days or 7 days. Books marked 'Overnight Loan' must be returned on the following day. Law reports and statutes cannot be borrowed.

To borrow, use your student card at a self-checkout machine. You can renew books using the online catalogue, in person at the Service Desk or phone (03) 8344 0444. If a book is on loan to another borrower, you can place a hold on it via the online catalogue.

Return books to Level 3 when the Law Library is open. When it is closed, use the after-hours return chutes. One is located on the ground floor and the other is located on level 3 of the Law School building.

Please note that fines are imposed for all overdue books.

For full details on borrowing see: <http://www.lib.unimelb.edu.au/services/loans/lshome.html>

Reserve - Level 3

Reserve contains high-use items that can be borrowed for two hours or overnight. The catalogue indicates if items are held in Reserve. Reserve items include texts, dictionaries and other reference titles, current reprinted legislation, Victorian and Commonwealth bills, law reform commission titles, loose-leaf services, and items for specific subjects. For further information, contact the Service Desk.

Borrowing from other Libraries

If the book that you need is not held at the University of Melbourne, you may be able to request it using the Bonus+ option on the University of Melbourne online catalogue.

University of Melbourne students can borrow from other Victorian university libraries using the CAVAL Reciprocal Borrowing Scheme. Register at the Service Desk.

University of Melbourne students living or travelling outside Victoria can borrow from interstate libraries using University Library Australia, a national borrowing scheme. For details contact the Service Desk or see:

<http://www.caul.edu.au/caul-programs/university-library-australia>

ONLINE RESOURCES

Law Library Website

<http://web.law.unimelb.edu.au/library>

Access legal databases, legal websites, research guides, subject pages, user guides, prior exam papers and discussion room bookings from the Law Library web site. Some of these services are restricted to University of Melbourne Law students.

University Library Website

<http://www.library.unimelb.edu.au/>

This provides access to databases via Discovery in an extensive range of other subject areas. User guides for the use of these databases are available from the website. Due to licence agreements, most databases are restricted to University of Melbourne students. For assistance with online resources contact the Information Desk.

Computer Facilities - Level 3

University of Melbourne Law students can use the computer labs. Scanners are available for use on level 3 and in the Alan Katz Room on level 4.

Use of computers and network facilities is subject to the provisions of: University Regulation 8.1.R7 – Computing & Network Facilities Rules.

Laptops

In the Law Library students can access the University Network via UniWireless or Student Plug-In Network (SPIN).

For assistance with laptop connections contact the Service Desk or see:

<http://its.unimelb.edu.au/support/networks/wireless>

Please do not leave laptops unattended. Laptop locks are available for loan at the Service Desk, level 3 of the Law Library.

PRINTING AND PRINTING SERVICES

Photocopying

Photocopiers are located on each level of the Law Library. Use your student card or buy rechargeable photocopy cards from the Unicard vending machine on Level 3. Photocopies cost 12 cents a page.

Printing - Level 3

Print jobs can be initiated from any of the computers in the Law Library or the computer labs on Level 3. Use your student card or buy rechargeable photocopy cards from the Unicard vending machine on Level 3. Printouts cost 10 cents per page. Duplex printing costs 19 cents for two pages. Wireless printing is available, for details see:

<http://128.250.167.122/printers/>

FACILITIES

Discussion Rooms - Levels 4 and 5

Law students can book a discussion room via the Law Library website.

Students with Special Needs - Level 4

The Special Needs room is available only to University of Melbourne students. To use the Special Needs room contact the Service Desk.

REFERENCE INFORMATION SERVICE

Law Librarians are available to help you at the following times during semester, Swot Vac and exams:

Monday – Friday: 10.00am – 4.00pm

Monday – Thursday: 6.00pm – 9.00pm

Saturday: 10.00am – 4.00pm

Visit the Information Desk on Level 3, phone (03) 8344 8913 or email law-library@unimelb.edu.au to ask a research question or book a consultation.

Legal research guides are accessible on the Law Library website. Legal research classes are advertised on the Law Library website.

LEGAL RESEARCH CLASSES

Legal research librarians teach legal research skills classes throughout the year. See the events section on the library homepage for more details and online booking information.

POST GRADUATE STUDENT FACILITIES AND SERVICES

Additional Borrowing Rights

In addition to general borrowing rights, postgraduate students can borrow bound volumes of journals (two day loan). Postgraduate students can use the McLennan Library at the Melbourne Business School.

Inter-Library Loans

Postgraduate students can borrow books and obtain journal articles not held by the University via inter-library loan. This service is available through the catalogue.

If you have access to a law firm or court library, you can arrange inter-library loans of University of Melbourne books through that library.

For more details see: <http://lib.unimelb.edu.au/services/ill/>

Borrowing from other University Libraries

See CAVAL and University Library Australia under the 'Borrowing from other libraries' heading in this guide.

Postgraduate Students Outside Melbourne

The Law Library can do limited online searches and copy documents on your behalf. For further details contact the Information Desk phone (03) 8344 8913 or email law-library@unimelb.edu.au

CONTACT INFORMATION

Law Library

Loans Desk (03) 8344 6177
Information Desk (03) 8344 8913

Carole L Hinchcliff
Law Librarian (03) 8344 8500
c.hinchcliff@unimelb.edu.au

Email

law-library@unimelb.edu.au

Law Library website

<http://web.law.unimelb.edu.au/library>

Facebook

University of Melbourne Law Library

Twitter

http://twitter.com/unimelb_lawlib

Location

Levels 3, 4 and 5 (entrance on Level 3)
Melbourne Law School
185 Pelham Street, Carlton, 3010

Law Library Opening Hours During the Academic Year:

Monday to Thursday: 8.30am – 11.00pm
Friday: 8.30am – 6.00pm
Saturday & Sunday: 10.00am – 6.00pm

Extended hours during Swot Vac and exams.

To check opening hours see:

<http://web.law.unimelb.edu.au/library/faqs/library-hours-2012>

Law Student Study Area (Law Building)

(Available only to Melbourne Law School LLB, JD, LLM and RHD students)

Monday – Friday 7.30am – 11.00pm
Saturday and Sunday 10.00am – 6.00pm

20 January 2012

<http://web.law.unimelb.edu.au/library>