



## **INSTITUTE OF ADVANCED LEGAL STUDIES**

A member-Institute of the **School of Advanced Study** of the University of London  
Charles Clore House, 17 Russell Square  
London  
WC1B 5DR

Tel 020 7862 5790  
e-mail [ials@sas.ac.uk](mailto:ials@sas.ac.uk)

Fax 020 7862 5770  
WWW <http://ials.sas.ac.uk/>

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# **INTRODUCTION TO THE LIBRARY**

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Welcome to the Institute of Advanced Legal Studies. We hope that you will find this guide useful as you familiarise yourself with the facilities of the Institute, particularly our Library services. Please ask the staff if you have any questions about using the Institute or comments about how we can help to facilitate your legal research.

### **Getting to the Institute**

IALS is situated on the north side of Russell Square on the corner of Bedford Way. The nearest London Transport tube stations are RUSSELL SQUARE (Piccadilly line), EUSTON (Northern and Victoria lines) and EUSTON SQUARE (Circle and Metropolitan lines). The following public bus services stop in Russell Square: 7, 68, 91, 168 and 188.

Wheelchair access to the building is available via a ramp from street level down to floor L1. IALS occupies 8 floors of Charles Clore House. Access to each floor is by lift or stairs.

### **Opening Hours**

Monday to Friday	9.30am to 8.00pm	(Last admission 7.45pm)
Saturday	10.00am to 5.30pm	(Last admission 5.15pm)

### **IALS Ground floor**

#### *Main reception desk*

There will normally be an attendant on duty at this desk whenever the Institute is open.

The locations of special events of the day are displayed on a board near the desk.

Bags, coats, umbrellas and other personal property may be left in the self-service lockers on floor L2. We ask you to take care of any personal property which you bring into the Library, seminar rooms, lecture theatre and common rooms.

#### *Book returns box*

Before the Library opens, loaned items may be returned by placing them in the box located next to the revolving doors on the ground floor. The box is cleared and locked every day when the Library opens. After that time readers are asked to bring their returned items to the Enquiry Desk on the 4th floor of the Library to be cancelled.

### *Mail pigeon holes*

A series of pigeon holes for incoming mail and messages are located near the book returns box. Normally new mail is sorted into the boxes twice each day. The boxes are arranged alphabetically A-Z by surname. Notes are also left on a board at the Library entrance.

### *Pay phones*

A coin operated pay phone is available beside the main lifts on the ground floor and on floor L2.

### *University of London LLM Co-ordinator's office*

The LLM Co-ordinator and secretary have offices in room G5. They are happy to advise students on options and services relating to the wide range of London LLM courses.

## **IALS Library**

The Library occupies 5 floors. The entrance and exit to the Library is on the 4th floor only. There are reading rooms on floors 3, 2 and L2 as well as a closed basement store housing older material on floor L3.

You will find a wide range of services designed to assist legal research in the Institute's Library, which is one of the largest legal research libraries in Europe. *Display boards* at the Library entrance outline the scope, arrangement and location of the collections.

### *Library entrance gate - 4th floor*

To gain entry to the Library, we ask readers to swipe their current Library card through the automated entrance gate on the 4th floor.

### *Library cards*

You will have been issued with a provisional ticket so you can gain access to the Library and use its facilities, including the Short Loan Collection, while your application for full admission is being processed. You will not be able to borrow material to take out of the Library (if applicable) or place reservations until your Library card is ready.

Once your application has been processed you will be issued with a Library admission card, valid until the date printed on the back. Please ensure that you have this card with you at all times when visiting the Library. It must be shown on request. You will need it to enter the Library, use the Short Loan Collection and to borrow or reserve books. Please tell the Library staff as soon as possible if you lose your card.

### *Reading rooms*

Most books and serials are available on open access in the reading rooms on the 3rd floor, 2nd floor and floor L2. You may select these yourself for use anywhere within the Library. Library seating, including individual places and tables for four or more readers is available on a first come first served basis. We ask everyone to respect the need for quietness in these study areas.

Internal library **stairs** - provide access to the reading rooms on the 2nd and 3rd floors.

An internal library **lift** - also provides access to the Library reading rooms on the 2nd and 3rd floors and is the only means of access to the reading room on floor L2.

Carrels - a limited number of private seating areas with lockable pedestals and shelf space for readers to reserve the books on which they are working are located at both ends of the 3rd and 2nd floor reading rooms. These carrels are made available to visiting academics and research students on payment of a weekly fee. For details of current rentals and availability please see

the Library Administrative Officer in room 411, 4th floor. Please do not use these seats if you have not made a booking.

Reshelving shelves - these shelves, in the main corridor in the reading rooms on the 3rd and 2nd floors are available for readers to return books and serials they have finished using for reshelving. When you have finished reading a volume please place it on the shelf with the appropriate general classmark. You may find it useful to check these shelves if a volume you require is not in its normal place on the main shelves; it could have been used earlier in the day by another reader.

### *Catalogues*

The Library's main catalogue is held on a computer based system, providing online access to details of books (including all those acquired since October 1981) and most journals held by the Library and all items currently on order. There are terminals on each floor of the Library.

### *Collections*

MAIN COLLECTION - the extensive research collection covers UK law and its dependencies, western European law, European Union law, United States law, Commonwealth law, Latin American law and international law. Most material is on open access with some older sets in the Basement Store (normally available within 10 minutes of application). The Library also aims to have available the essential course materials for students taking the University of London LLM to supplement college provision.

SHORT LOAN COLLECTION - the Library's most heavily-used books and serials, recommended by University of London LLM teachers, are kept in the Short Loan Collection behind the Enquiry Desk. To enable as many readers as possible to gain access to this material there is a time limit on all items issued from this collection.

OFFPRINT COLLECTION - additional material deposited by LLM teachers for use in particular courses is kept in the Offprint Collection behind the Enquiry Desk.

### *Enquiry Desk - 4th floor*

An issue and reference Enquiry Desk operates throughout normal Library hours.

### *Photocopying facilities - 4th floor*

Self-service photocopiers are available on the 4th floor. The machines are operated by cards of differing denominations which may be purchased from the Enquiry Desk. The machines are loaded with A4 size paper. One A4 machine has been designated as an Express Copier for people with 15 or fewer sheets to copy.

### *Electronic Information services - 4th floor*

Self-service Electronic Information services, including CD-ROM databases, electronic mail, Internet and wordprocessing facilities are freely available on the Library Concourse and in the Electronic Information Unit on the 4th floor. Card operated laser printing facilities are also available. Additional computers are located in the reading rooms. Battery operated portable personal PCs may be used in the reading rooms. Mains operated equipment should be used in the Electronic Information Unit or in the reading rooms on the 2nd and 3rd floors.

Two warning bells are rung each day to indicate that the Library is closing. Library opening hours are displayed on a board at the Enquiry Desk on the 4th floor.

### **Lecture and seminar rooms**

There are seminar rooms on the ground floor (room numbers beginning with G) and down on

floor L1 (the first floor below ground level) (room numbers beginning with L1).

The main lecture theatre is on floor L1. A copy of the University of London LLM timetable indicating the time and location of lectures and seminars is displayed on the noticeboard near the main lifts on floor L1.

### **Common rooms**

There is a student common room on floor L1. Drinks are available from the vending machines in the common room. To avoid inconveniencing other readers and to reduce the chance of accidental damage to Library materials we ask you not to consume or bring food and drink into the Library.

### **IALS administration - 5th floor**

The Institute's Director, Librarian, and Administrative Secretary have offices on the 5th floor. Please ask the receptionist at the main desk on the ground floor if you would like to speak to a member of the management team. Institute publications can be purchased during office hours from the Finance Assistant in room 510.

### **Emergency fire exits**

Please take time to familiarize yourself with the location of the fire call points and emergency exits on each floor. In the event of an emergency the alarm bells will ring continuously. Please evacuate the building immediately from the nearest available emergency exit. Never use the lifts. On reaching the ground floor from higher floors leave the building immediately. If you are on floors L1, L2 or L3 you will be directed to the nearest fire exit and should not go up to the ground floor unless instructed to do so. Move away from the building into Russell Square Gardens until it is safe to re-enter.

### **Toilets**

There are toilets on the ground floor and floors L1 and L2. Inside the Library there are men's toilets on the 3rd and 2nd floor and women's toilets on the 3rd floor.

### **Lockers**

Self-service lockers located on floor L2 (outside the Library) are available for use each day. Please enquire at the main desk on the ground floor.

### **Society for Advanced Legal Studies**

The Institute operates a worldwide organisation for current and former students, visiting academics and other interested parties. Please see the SALS Secretary on the ground floor (room G7E) for details of the current annual subscription and an application form.

### **Intercollegiate Postgraduate Law Society**

The Society has noticeboards on floors L1 and 4 and an occasional information desk in the lift lobby on floor L1.

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