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INSTITUTE OF ADVANCED LEGAL STUDIES



Web site  
<http://ials.sas.ac.uk>

## Finding your way in the Library

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### A large print version is available from the Issue & Enquiry Desk

This guide contains maps of the main public areas of the Library. The Library's collections have been catalogued and classified, so that each item has a classmark, which helps locate it in the reading rooms. The general location of classmarks is indicated on each map. A quick checklist is given at the end of this guide.

Most of the Library's stock is classified

*either* by **jurisdiction** (classmarks beginning with **G** - geographical)

*or* by **subject** (classmarks beginning with **S** - subject).

Those items classed under jurisdiction are further subdivided by subject or by form (that is legislation, practice manuals, law reports, digests, and journals etc.). You can find a few examples of these subject and form subdivisions on page 3. Pages 2 and 3 list the classmarks of the principal jurisdictions and major subject areas and indicate where to find them in the Library. General reference works are to be found at classmarks beginning with RF, and bibliographies at classmarks beginning with BB, BG and BS.

Please consult the catalogue for comprehensive information about material in the Library's extensive collections. The online catalogue uses the US Library of Congress subject classification scheme.

You may find some of our other library guides useful as you familiarize yourself with the arrangement of material and location of services in the Library and with its computing and electronic information services. Also a series of Subject Guides outline some of the Library's holdings in key subject areas, including Commercial Arbitration, Company Law and Intellectual Property Law. If you require further assistance please ask the staff at the Issue & Enquiry Desk on the 4th floor.

## 2. JURISDICTIONS (Classmarks beginning with G)

<i>Jurisdiction</i>	<i>Classmark</i>	<i>Floor</i>
Africa		
Commonwealth Africa		
Central	GG	L2
Eastern	GI	L2
Southern	GF	L2
West Africa	GH	L2
Non-Commonwealth Africa	GU	L2
(includes North Africa)		
South Africa	GF1	L2
Asia	GK,GL,GM,GT	L2
Australia	GD	L2
British Isles	GA	3
England & Wales	GA2	3
Guernsey	GA10	3
Ireland (Republic)	GA5,GA7	3
Isle of Man	GA12	3
Jersey	GA9	3
Northern Ireland	GA5,GA6	3
Scotland	GA4	3
Wales	GA3	3
United Kingdom	GA2	3
Canada	GC	3
Caribbean	GN,GR	L2
Europe	GO	3 and L2
European Union	GO1.A1	3
European countries (A-Z)	GO1.B-GO50	3 and L2
European organisations	GO1.A	3
France	GO13	3
Germany - Federal Republic	GO15	3
Great Britain	GA2	3
Italy	GO24	3
Latin America	GN,GQ,GR,GS	L2
Malaysia	GM	L2
Mediterranean - Commonwealth	GJ	L2
New Zealand	GE	L2
South Africa	GF1	L2
Switzerland	GO43	L2
United Kingdom	GA2	3
United States	GP1	2 and L2
US - individual states (A-Z)	GP2-GP52	2
(e.g.)    California	GP5	2
New York	GP31	2

## 3. SUBJECTS (classmarks beginning with S)

<i>Subject</i>	<i>Classmark</i>	<i>Floor</i>
Ancient law	SC	L2
Canon law	SE	L2

Common law subjects	SJ	2
including:		
Banking	SJ125	2
Company law	SJ100	2
Contracts	SJ75	2
Criminal law	SJ150	2
Employment law	SJ250	2
Equity	SJ200	2
Evidence	SJ225	2
Family law	SJ175	2
Insurance	SJ125	2
Intellectual property	SJ325	2
Personal property	SJ325	2
Real property	SJ300	2
Tort	SJ400	2
Trusts	SJ200	2
Comparative law	SB	2
Conflict of laws	SH	2
Ecclesiastical law	SE	L2
International law - Private	SH	2
International law - Public	SG	2
Islamic law	SI	L2
Jewish law	SF	L2
Jurisprudence	SA	L2
Medieval law	SC	L2
Private international law	SH	2
Public international law	SG	2
Roman-Dutch law	SD	L2

See individual Subject Guides for more information.

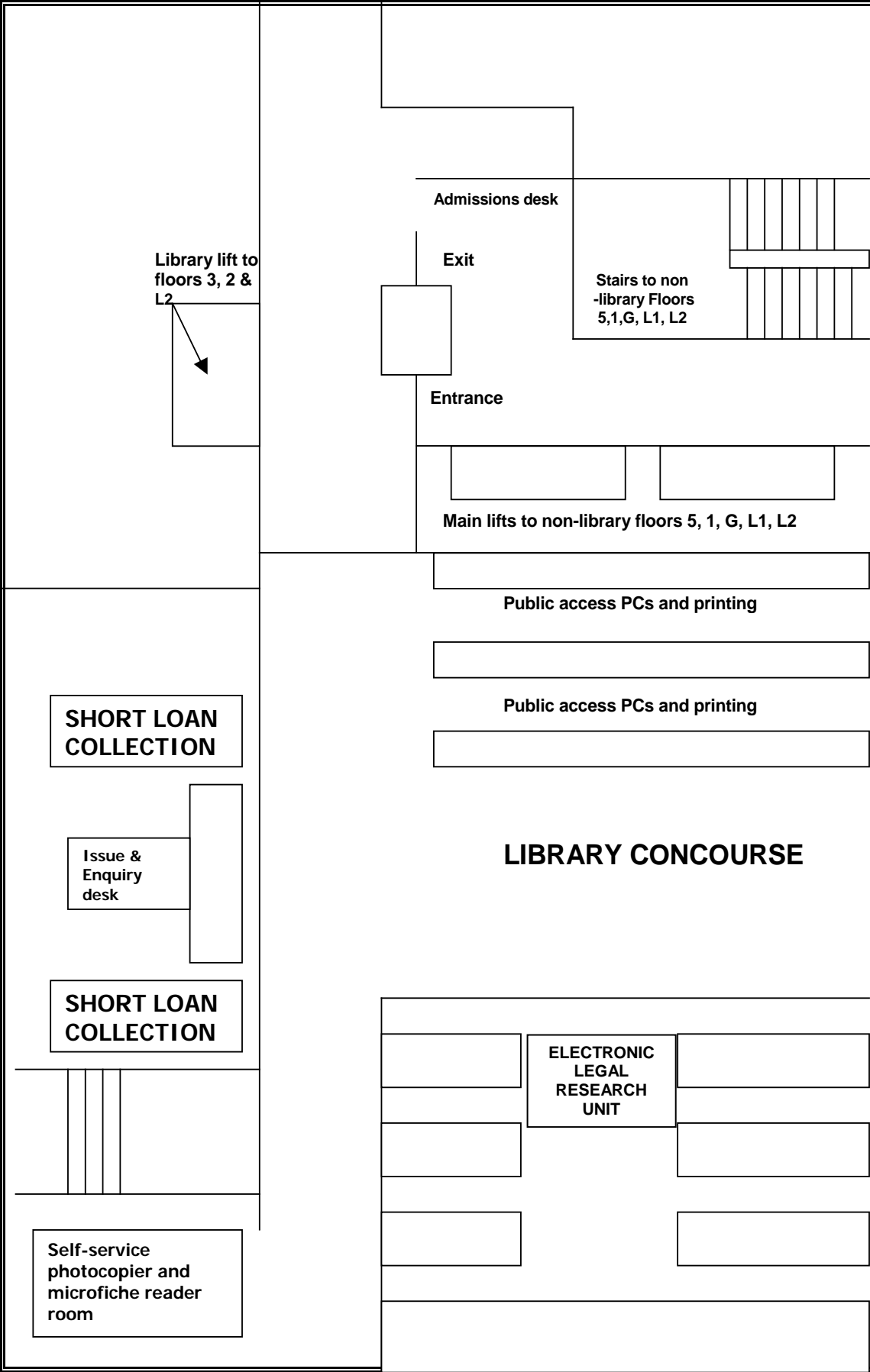
#### 4. SOME EXAMPLES OF SUBDIVISIONS BY SUBJECT AND BY FORM

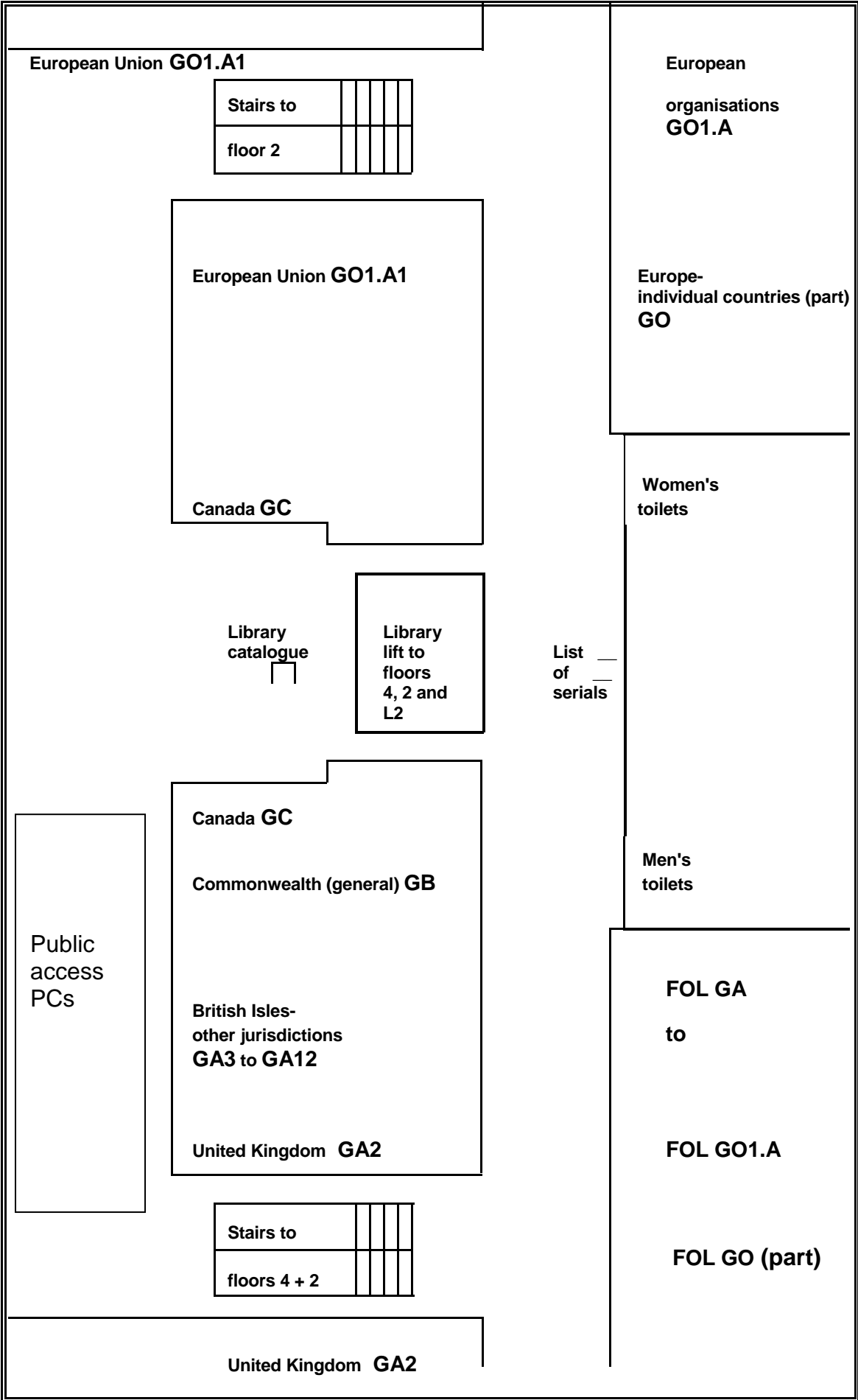
##### 1. Subdivisions by subject (used for civil law jurisdictions and where SJ cannot be used)

France	GO13
legal and constitutional history	GO13.B
constitutional law	GO13.C.1
administrative law	GO13.C.6
civil law: persons, property, obligations	GO13.D.1
civil procedure	GO13.D.3
criminal law and criminal procedure	GO13.D.4
employment law	GO13.D.5
transport	GO13.D.6
external relations	GO13.D.7

##### 2. Subdivisions by form of publication

England and Wales	GA2
legislation	GA2.E
practice manuals	GA2.F
law reports	GA2.G
digests	GA2.H
journals	GA2.J





European Union **GO1.A1**

Stairs to					
floor 2					

European Union **GO1.A1**

Canada **GC**

Library lift to floors 4, 2 and L2

Library catalogue

List of serials

Public access PCs

Canada **GC**

Commonwealth (general) **GB**

British Isles- other jurisdictions **GA3 to GA12**

United Kingdom **GA2**

Stairs to					
floors 4 + 2					

United Kingdom **GA2**

European organisations **GO1.A**

Europe-individual countries (part) **GO**

Women's toilets

Men's toilets

**FOL GA to**

**FOL GO1.A**

**FOL GO (part)**

Reference Works **RF**

**FLOOR 3**

USA – journals GP1.J

Laptop  
free  
zone

Stairs to					
floor 3					

USA – digests GP1.H  
 USA – law reports (part) GP1.G  
 USA - legislation GP1.E  
 USA - monographs GP1  
 Common law subjects SJ

Library  
catalogue

Library  
lift to  
floors  
4, 3 and L2

List  
of  
serials

Private International Law SH

Public International Law SG

Comparative law SB

Public  
access  
PCs

Stairs to					
floors 3 + 4					

Comparative law SB

USA - journals GP1.J

Disabled-access  
toilet

USA - journals GP1.J

USA - individual states  
GP2 to GP52

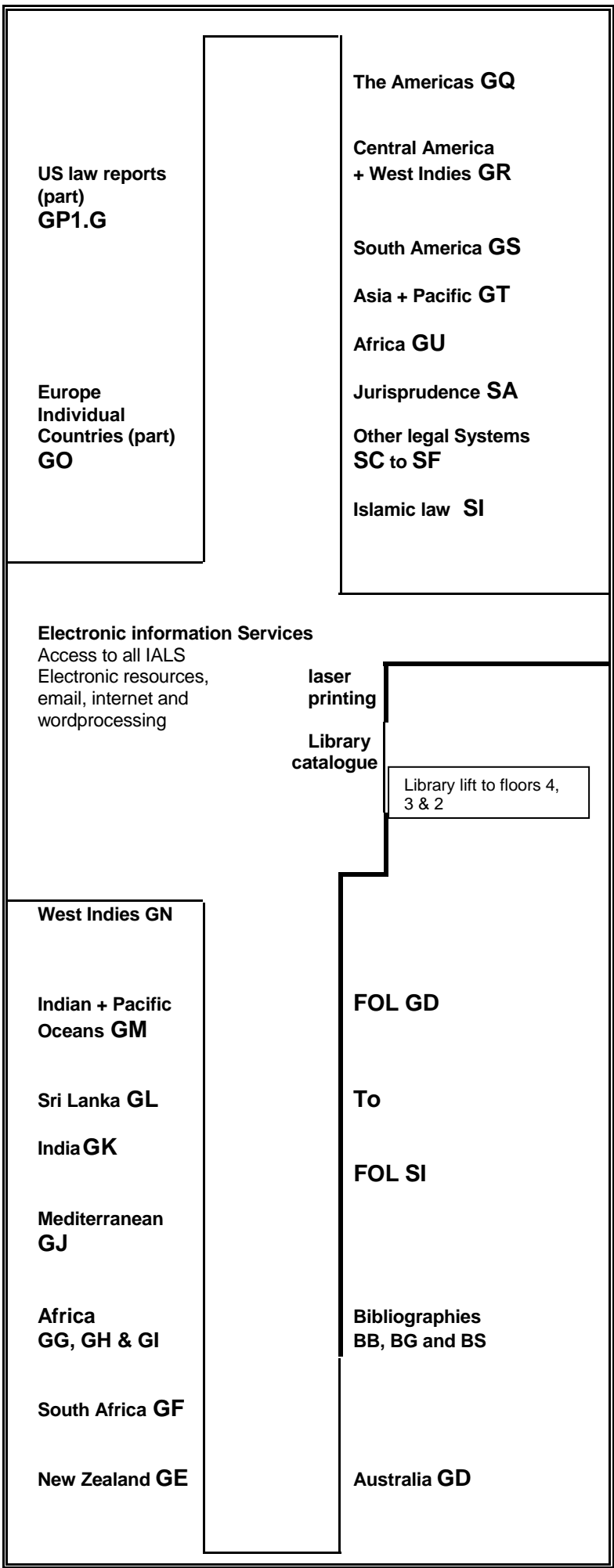
FOL SB  
FOL SG  
FOL SH

FOL SJ

FOL GP

## FLOOR 2

**FLOOR L2**



## 5. LOCATING AN ITEM

Once you have found what you are looking for on the catalogue note down the classmark. Specific classmarks are found within the general ranges on the following floors:

<b>CLASSMARK</b>	<b>FLOOR</b>
<b>BB BG BS</b>	<b>L2<sup>2</sup></b>
<b>FC FM</b>	<b>4<sup>1</sup></b>
<b>GA to GC</b>	<b>3</b>
<b>GD to GN</b>	<b>L2<sup>2</sup></b>
<b>GO</b>	<b>3 and L2<sup>2</sup></b>
<b>GP</b>	<b>2 and L2<sup>2</sup></b>
<b>GQ to GU</b>	<b>L2<sup>2</sup></b>
<b>RF</b>	<b>3</b>
<b>SA</b>	<b>L2<sup>2</sup></b>
<b>SB</b>	<b>2</b>
<b>SC to SF</b>	<b>L2<sup>2</sup></b>
<b>SG to SH</b>	<b>2</b>
<b>SI</b>	<b>L2<sup>2</sup></b>
<b>SJ</b>	<b>2</b>
<b>FOL</b>	<b>This classmark prefix indicates large sized (folio) books shelved in a separate sequence on each floor.</b>
<b>IALS OFFSITE STORE</b>	<b>Offsite Store<sup>1</sup></b>
<b>DEPOSITORY or RES</b>	<b>Basement Store<sup>1</sup></b>
<b>SHORT LOAN</b>	<b>4</b>

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<sup>1</sup> Apply to staff at the Issue & Enquiry Desk

<sup>2</sup> Access only by internal library lift