

Library and Information Services

Charles Clore House
17 Russell Square
GB - London WC1B 5DR

Telephone: +44 (0)20 7862 5790
Fax: +44 (0)20 7862 5770
E-mail: ials@sas.ac.uk

1st October 2018

LIBRARY ADMISSIONS, FEES AND SERVICE CHARGES

General information

All Library users have access to the collections and to a range of personal library services and facilities. Additional Distance Services, which are available to subscribers to the Library Subscription Scheme, are detailed in a separate leaflet, which is available on request.

ADMISSION REGULATIONS AND FEES

1. ACADEMIC USERS

The following categories of teacher and student will be admitted to the Library **without charge** subject to any qualification expressed below. The Director's discretion is normally exercised by the Librarian to whom initial application should be made.

1.1 *Teachers and Research Staff*

(a) Law teachers and legal research staff in post at a recognised university, UK college of higher education or academic research institute, and other teachers and research staff of the University of London.

(b) Teachers and research staff from other recognised universities, UK colleges of higher education or academic research institutes in subjects other than Law may be admitted at the discretion of the Director.

(c) Retired teachers and research staff who, at the date of retirement, were in post at a recognised "not for profit" university, polytechnic or academic research institute may continue to use the Library free of charge for the purpose of academic research.

A fee may be charged to research staff who are undertaking research for a commercial organisation or government department.

1.2 *Research Degree Students*

(a) Students registered for an internal PhD or MPhil of the University of London are admitted on proof of registration.

(b) Students registered for an internal postgraduate research degree in Law at any other recognised university or academic research institute may be admitted at the discretion of the Director on proof of registration and on the written recommendation of the supervisor.

(c) Internal students of another recognised university or academic research institute registered for a research degree in a subject other than Law may be admitted at the discretion of the Director on proof of registration and on the written recommendation of the supervisor.

Notes:

- (i) A recognised university, UK college of higher education or academic research institute should be a “not for profit” institution.
- (ii) Admission of research degree students without charge is for a limited number of years from initial registration, after which normal fees become payable.
- (iii) The Director has discretion to extend eligibility, in appropriate cases, to periods immediately before and after the period of registration.

1.3 *Taught Course Degree Students*

(a) Internal postgraduate students of the University of London registered for

- (i) the LLM degree
- (ii) a University- or School-based postgraduate diploma in Law
- (iii) a non-Law degree which includes an LLM or other postgraduate Law option

are admitted on proof of registration.

(b) Students registered for a postgraduate taught course degree or diploma of the University of London in a subject other than Law may be admitted at the discretion of the Director for the purpose of individual research on proof of registration.

(c) Students registered for an internal postgraduate taught course degree of another university may be admitted at the discretion of the Director to pursue a piece of individual research on the written confirmation by the supervisor that the research is required by the regulations for the degree.

1.4 *Non-degree Students*

Non-degree Students enrolled at a School of the University of London as a 'Home' Occasional or Research Fee student and attending LLM seminars are admitted on proof of enrolment.

Notes:

- (i) **Borrowing facilities.** Limited borrowing facilities are available to persons in each of the above categories.
- (ii) **Undergraduate students.** The Library is not normally available to undergraduate students. If, in an individual case, an internal undergraduate student of the University of London wishes to consult a particular work not otherwise available, the Director has discretion to admit the student on written confirmation of need by the supervisor, identifying the work or works in question.

External undergraduate students of the University of London and undergraduate students of other universities are not eligible to use the Library.

- (iii) **Students preparing for professional examinations.** The Library is not available to students preparing for professional examinations, e.g. Bar finals, solicitors' finals, Common Professional Examination, Legal Practice Course.

2. LIBRARY, ADMINISTRATIVE AND TECHNICAL STAFF

Members of staff of the University of London, and staff of other universities and research institutes, may be admitted **without charge** at the discretion of the Director on production of a staff card or other proof of status.

3. GROUPS OF STUDENTS ON STUDY PROGRAMMES

Groups of students of overseas universities and others attending a study programme, who may not otherwise come within the admission regulations, may, in certain circumstances, be admitted to the Library on terms available to the organisers of the study programme on application to the Librarian.

4. OTHER INDIVIDUAL USERS

Individuals wishing to use the Library (other than undergraduate students and students preparing for a professional examination), who do not come within categories 1 to 3, may be admitted, at the discretion of the Director, on payment of a fee as follows:

<i>Period up to</i>	<i>Fee</i>
3 months	£100.00 (inclusive of VAT)
12 months	£320.00 (inclusive of VAT)

A One-Day Pass may be purchased for **£20.00** (inclusive of VAT) by those who need only occasional use of the Library.

Notes:

- (i) Fee-paying individuals have access to all services listed under (a) of the attached schedule of personal library services and charges.
- (ii) Fee-paying individuals who are neither in partnership nor employed by a partnership, corporate entity or government body may also use the Distance Services available to subscribers to the Library Subscription Scheme by subscribing at the lowest institutional rate in place of the normal individual fee. Further information on the Distance Services and on the subscription rate are available from the Librarian.

5. LIBRARY SUBSCRIPTION SCHEME

An institutional subscription scheme is available to law firms, sets of barristers' chambers, legal departments of commercial organisations, government departments and other institutional users. In addition to use of the personal library services and facilities (other than borrowing and some network facilities) by any member of the firm or department, institutional subscribers are entitled to use the Library's Distance Services.

Further information and details of the subscription rates are available from the Librarian.

SERVICE CHARGES (PERSONAL LIBRARY SERVICES AND FACILITIES)

The personal library services and facilities available to Library users and the applicable service charges are set out below:

Personal library services and facilities	Service charge
<i>(a) Available to all users</i>	
Reference service	No additional charge
Self-service, account-based IALS Library card-operated photocopying, laser printing and scanning	5p per sheet* * Minimum topup and transaction limits apply
Self-service word processing facilities	No additional charge
Microform readers	No additional charge
WiFi	No additional charge

(b) Available to teachers, research staff and research degree students only

Inter-library loan service	£5.75 per item
Carrel seating Open carrel (with daylight):	£8.85 per week

APPLICATION FORMS are available from:

The Library Administrative Office,
Institute of Advanced Legal Studies,
17 Russell Square,
London
WC1B 5DR

Email: ials.libadmin@sas.ac.uk
Tel.: 020 7862 5777

Please state the category under which you are applying so that you receive the appropriate application form.