

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

## Information about your new IALS Library Card

We are very pleased to enclose your new Institute of Advanced Legal Studies Library card. Please ensure that you have this card with you at all times when visiting the Library. You will need it to enter the Library, to borrow, renew or reserve our books, and to access our electronic resources offsite. IALS Library is primarily a research library for faculty staff and research students from both UK and overseas universities. IALS is glad to make these research facilities available to University of London LLM students. In addition the IALS Library increasingly supplements college library provision of teaching material for the LLM programme. Based on your recent application you have been issued with a **RED Library Card**. Your Library card is valid until the date written on the back. Please tell the Library staff as soon as possible if you lose your card. It is for your own personal use only and is non-transferable. It must be shown on request. A charge may need to be made for its replacement.

*Library opening hours from October to mid-June (term and vacation)*

<b>Monday to Friday</b>	<b>9.00am to 11.00pm</b> (Last admission at 10.45pm) (Current IALS Library card holders only after 7.45pm)
<b>Saturday</b>	<b>10.00am to 8.30pm</b> (Last admission at 8.15pm) (Current IALS Library card holders only after 5.15pm)
<b>Sunday</b>	<b>12.30pm to 8.30pm</b> (Last admission at 8.15pm) (Current IALS Library card holders only)

The Library is closed on public holidays and some additional days at Christmas and Easter. Details are available on the IALS website at <http://ials.sas.ac.uk/about/hours.htm>.

**We will reduce the weekday hours until 8.00pm and Saturday hours until 5.30pm and not open on Sundays during the summer vacation from mid-June until September. Please check website and posters for more details.**

### ***Entering the Library***

The Library entrance is on the 4<sup>th</sup> floor of the IALS building, which is located at 17 Russell Square, London WC1 5DR. Full details about how to get to IALS are available on the IALS website at <http://ials.sas.ac.uk/about/GettingToIALS.htm>. There are self-service lockers available for public use outside the Library. Please ask the attendants on the ground floor to direct you to their location.

### ***Closing bells***

Two warning bells are rung each day to indicate that the Library will be closing soon. The first warning bell is rung 25 minutes before the building closes. The second warning bell is rung 15 minutes before the building closes. Members are requested to complete their work and pack up and leave the library after the second bell.

### ***Accessing IALS electronic resources within IALS Library***

Once inside IALS Library you can easily access any of our extensive legal electronic resources on any of our Library PCs, either by accessing our Library catalogue or by accessing our Electronic Law Library.

You can search by title of the electronic resource in the IALS Library catalogue at: <http://ials.sas.ac.uk/catalogue.htm> or You can scroll down our list of major electronic resources on the IALS Electronic Law Library webpage, and simply click through to the resource at: <http://ials.sas.ac.uk/library/eservice/elibrary.htm>

## **BORROWING**

Your **IALS Library Card** permits you to use the library, including the Short Loan Collection, for reference purposes.

### **BORROWING FROM THE SHORT LOAN COLLECTION**

A number of heavily-used books and serials, recommended by University of London LLM teachers, are kept in the Short Loan Collection behind the Issue & Enquiry Desk on the 4th floor. There is a time limit on items issued from this collection. You can borrow up to **TWO** books or looseleaf volumes and **FIVE** serial parts at any one time.

Holders of RED library cards may NOT borrow material for use outside the library. Any item borrowed from the Short Loan Collection is confined to the library and must be returned to the Issue & Enquiry desk before it closes.

The standard rolling short loan period is **three hours** long, e.g. a book borrowed at 9.50am is due back by 12.50pm. This three hour period is reduced if an item has been booked for a particular time by another reader and as the Enquiry Desk closing time approaches.

Short Loan books can only be renewed by Library staff at the Issue & Enquiry Desk on the 4<sup>th</sup> floor. Readers cannot renew Short Loan books themselves. Short Loan Collection materials and Offprint Collection items must be returned to the enquiry desk and cancelled by the library staff by the the date and time stamped inside the front of the item.

The Enquiry Desk shuts at 7.45pm weekdays, 5.15pm Saturdays, and 6.15pm Sundays.

Readers may place a booking reservation for any book or serial part in advance for a specific time and date during Issue & Enquiry Desk opening hours. Short Loan items are reserved for 30 minutes, after which the booking is disregarded and the item is available to other readers. Library staff at the Issue & Enquiry desk on the 4<sup>th</sup> floor will place reservations on Short Loan books and serials. Readers cannot place reservations on Short Loan books and serials themselves.

*FINES are charged on the late return of all borrowed books and serials to encourage their prompt return. All the money collected from fines will be added to the Library's Book Fund.*

### **BORROWING FROM THE MAIN COLLECTION**

Holders of RED Library cards may NOT borrow material for use outside the library.