

<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. Based on your recent application you have been issued with a WHITE Library Card. Your Library card is valid for three years 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)

Monday to Friday	9.00am to 11.00pm (Last admission at 10.45pm) (Current IALS Library card holders only after 7.45pm)
Saturday	10.00am to 8.30pm (Last admission at 8.15pm) (Current IALS Library card holders only after 5.15pm)
Sunday	12.30pm to 8.30pm (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 4th 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>

Accessing IALS electronic resources from outside IALS Library

When you click on the remote access link in catalogue records or the IALS Electronic Law Library from any computer on the web outside IALS Library or when using our WIFI service, you will be prompted to login to the electronic resource. You need to login by entering your family name and the barcode from the front of your IALS Library card. Further help on accessing IALS electronic resources from outside the Library is available at <http://ials.sas.ac.uk/library/eservice/remote.htm>. Please note that for licensing reasons not all of our electronic resources are accessible offsite and via our WIFI service.

BORROWING, RENEWING AND PLACING RESERVATIONS ON BOOKS

Your **IALS Library Card** also allows you to borrow and renew books and place reservations as follows:

MAIN COLLECTION

FOUR books from the main collection may be borrowed at any time during the day for use outside the Library for a **FOUR WEEK period**. It is possible that this period may be shortened should another reader reserve the same book.

These books can be renewed offsite up to a maximum of **THREE** times, either via the IALS Library Catalogue webpage or by telephoning the Library renewals hotline, provided that no other reader has placed a reservation.

To renew main collection books online: You will need your Library card with your name and barcode. Simply access the IALS Library Catalogue webpage at <http://ials.sas.ac.uk/catalogue.htm> and login to your Library card account and follow the instructions.

To renew main collection books by telephone: Please telephone the Library on **020 7862 5834** during Issue & Enquiry desk opening hours. Otherwise you can always renew your main collection books at the Issue & Enquiry Desk on the 4th floor.

Reservations may be placed on main collection books which have been borrowed by another reader. **FOUR** such reservations can be made. Reservations may not be placed on normal loan books which have not been issued to other readers, i.e. where the current item status = AVAILABLE. To place reservations on main collection books, you can either do so yourself online or ask Library staff at the Issue & Enquiry Desk on the 4th floor to place the reservations for you.

To place reservations on main collection books online: You will need your Library card with your name and barcode. Simply access the IALS Library Catalogue webpage at <http://ials.sas.ac.uk/catalogue.htm> and login to your Library card account and follow the instructions.

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. *FINES are charged on the late return of all borrowed Short Loan books and serials.*

The standard rolling short loan period is **three hours** long, e.g. a book borrowed at 9.50am is due back by 12.50pm. Books borrowed from the Short Loan Collection may be used outside the Library. Books borrowed after 4.45pm (2.15pm Saturday and anytime on Sunday) are normally due back the next morning (or Monday if borrowed on a Saturday) within an hour of the Library opening. No serials or looseleaf books may be used outside the Library and must be returned to the Issue & Enquiry Desk before it closes.

Short Loan books can only be renewed by Library staff at the Issue & Enquiry Desk on the 4th floor. Readers cannot renew Short Loan books themselves.

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 4th floor will place reservations on Short Loan books and serials. Readers cannot place reservations on Short Loan books and serials themselves.