

IALS

**INSTITUTE OF
ADVANCED
LEGAL STUDIES**

**SCHOOL OF
ADVANCED STUDY
UNIVERSITY
OF LONDON**

INSTITUTE OF ADVANCED LEGAL STUDIES REGULATIONS

Chairman of the Advisory Council: The Rt. Hon. Lord Carnwath of Notting Hill

Director & Librarian: Jules Winterton, BA, LLB, DipLib, MCLIP

Deputy Librarian: David Gee, BA, MA, DipLib, MCLIP, CMgr

Institute Manager: Dr. Conor Wyer, BA, MA

**17 Russell Square
London WC1B 5DR**

Telephone: 020 7862 5800

Fax: 020 7862 5770

Email: ials@sas.ac.uk

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

REGULATIONS

1. *Hours of Opening*

The Institute Library is normally open at the following times:

Monday to Friday	9.00 am to 11.00 pm	[Last admission 10.45 pm]
Saturday	10.00 am to 8.30 pm	[Last admission 8.15 pm]
Sunday	12.30 pm to 8.30 pm	[Last admission 8.15 pm]

The rest of the building normally opens at 8.45 am Monday to Friday, at 9.45 am on Saturday and 12.15pm on Sunday.

Over the Summer, these hours may be reduced to:

Monday to Friday	9.00 am to 8.00 pm	[Last admission 7.45 pm]
Saturday	10.00 am to 5.30 pm	[Last admission 5.15 pm]

Access after 7.45pm on week days, 5.15pm on Saturdays and access on Sundays is restricted to current IALS library card and SAScard holders only.

A warning bell is sounded in the Library 25 minutes before closing time and again 10 minutes later, after which the building must be vacated. No one may enter the Library after the second warning bell has been rung.

2. *Periods of Closure*

The Institute is closed for all public holidays, and for additional days at Christmas. In addition the Library is closed for two weeks, usually in the second half of September, for stocktaking and other essential preparations for the new session.

The Institute may be closed on other occasions at the discretion of the Director.

3. *Admission to the Institute Library*

The following categories of persons may be admitted as readers in the Institute Library:

- (i) Members of the Advisory Council of IALS**
- (ii) Teachers and research staff at Colleges, Schools or Institutes of the University of London**
- (iii) Teachers of law and legal research staff at other UK universities, colleges of higher education, and academic research institutes.**

- (iv) Teachers of law and legal research staff at overseas universities
- (v) Internal postgraduate taught course degree or diploma students of University of London Colleges with which the IALS has a current arrangement (Birkbeck College, King's College London, London School of Economics, Queen Mary University of London, School of Oriental and African Studies, University College London)
- (vi) Internal postgraduate research degree students in law from other UK universities, on the written recommendation of their supervisors
- (vii) Internal postgraduate research degree students in law from overseas universities, on the written recommendation of their supervisors
- (viii) Other persons holding academic or professional legal qualifications may be admitted by special permission of the Director, normally on payment of a fee.

Further information and details of fees are available in the relevant library guide.

4. *Admission Cards*

Readers must have their current admission card to enter the Library (see Regulation 5), and show it when borrowing books, and at other times if asked to do so by a member of staff. Admission cards are not transferable. The loss of an admission card and any change of address or other information supplied on application for an admission card should be reported to the Library staff as soon as possible. A fee may be charged for a replacement card.

5. *Library Entry*

The Library turnstile on the 4th floor is the only entry to the Library. Readers must pass their admission card through the entry control system when entering the Library to validate their card and unlock the turnstile.

If the entry control system is out of order, readers must show their card and sign the register provided, quoting their current admission number and, where appropriate, their institution.

6. *Security of Personal Property*

Readers are responsible for the security of their personal property. Lockers are available (at a nominal charge) for storage of personal belongings if required. The Institute cannot accept responsibility for damage to, or loss of, personal property.

7. *Personal Equipment*

Personal equipment may not be used if it disturbs other readers or is unsuitable for use at the Institute. Mains-powered equipment may only be used in designated areas of the Library. Equipment, including any recording devices, may only be used in the Lecture Theatre and Seminar Rooms with the consent of the lecturer.

Only suitably protected UK compatible equipment should be used with power and other connections provided at the Institute. Readers are responsible for any damage caused by connecting incompatible or unsafe equipment to the power or data network.

8. *Mobile Phones, tablets and other mobile devices*

Mobile phones, tablets and other mobile devices must be switched off or on silent whilst in the Library. No talking is allowed on mobile phones, tablets and other mobile devices.

9. *Carrels*

The carrels in the Library are for rental by visiting scholars and, when available, by Ph.D. students.

10. *Borrowing*

(i) Readers in categories (i), (ii), (iii), (iv), (v), (vi) and (vii) of Regulation 3 may borrow books for use outside the Library subject to the conditions contained in these regulations and to such conditions as the Librarian may from time to time approve.

(ii) All readers may borrow books from the short loan collection for use inside the Library subject to the conditions contained in these regulations and to such conditions as the Librarian may from time to time approve.

(iii) Conditions for borrowing approved by the Librarian include the borrowing rules and procedures, loan entitlements, loan periods and fines applicable to various categories of users and materials which are set out in the current Library guides to borrowing and to the short loan collection.

(iv) The following categories of material may not in any circumstances be borrowed for use outside the Library:

Legislation	(classified as E)
Practice Manuals	(classified as F)
Law Reports	(classified as G)
Digests	(classified as H)
Periodicals	(classified as J)
Reference Books	(classified RF & B-BS)
Theses	

Looseleaf volumes

Books published before 1800

Books in need of repair

The Librarian or senior member of staff on duty may lend, refuse to lend, or restrict the circulation of any item or recall any item from loan at any time at his or her discretion.

(v) To borrow a book a reader must hand the book and his or her own current admission card to the member of Library staff on duty and an appropriate record must be made.

(vi) Items loaned to a reader are for the personal use of that reader only and remain the responsibility of the reader until they are returned to the Library and the loans are cancelled. Responsibility cannot be transferred to another reader.

(vii) All items on loan shall be returned by their due date and time.

(viii) All items on loan are subject to recall before their due date if requested by another reader or by the Librarian. Recalled items shall be returned without delay.

(ix) All items on loan shall be returned on expiry of membership of the Library.

(x) Items borrowed from the Library shall not be taken outside the United Kingdom without the prior permission of the Librarian.

(xi) Readers may be required to pay full compensation for any items borrowed in their name which are not returned to the Library.

(xii) Readers failing to observe the regulations on borrowing may be subject to fines, to suspension from further borrowing and to

the withdrawal of borrowing privileges. Fines must be paid immediately and in full.

11. *Overnight Reservation of Books*

A maximum of five volumes may be reserved overnight on the tables in the reading rooms for use on the following day by inserting in each item a signed and dated Reservation Slip. Readers should reserve only those volumes which they will definitely require the next day. Reference works (RF and BB-BS) and Short Loan Material may not be reserved overnight. Library staff may remove reserved volumes in exceptional circumstances.

12. *Photocopying*

The following may not be photocopied without the permission of the Librarian:

- Books published before 1800
- Books in need of repair
- Looseleaf volumes
- Theses and Dissertations

13. *Copyright*

Readers are personally responsible for ensuring that they do not infringe copyright law or any other copyright restrictions. Readers undertake to observe the copyright restrictions relating to electronic information services available in the Library. Readers should note that some services are only available for academic use.

14. *Computing Facilities: Disclaimer*

IALS computer equipment and applications are used entirely at the reader's own risk. The Institute accepts no responsibility for the malfunctioning of any computer equipment or application, loss of data, or other damage.

15. *Misuse of Computing Facilities*

Computer equipment is made available on the understanding that it will be used for legal research purposes. Misuse of the facilities (including the copying, removal, or modification of applications, introduction of unauthorised applications, or transmission of offensive material) is not permitted.

IALS equipment should not be moved or disconnected. Personal equipment should not be connected to IALS equipment without prior permission.

The Institute reserves the right to withdraw permission to use the facilities provided and to take any other relevant action in the event of any abuse of the facilities.

16. *Library Exit*

On leaving the Library, readers must on request show to the member of staff on duty at the turnstile, or to any member of library staff, any books or papers they are carrying, whether in a bag or otherwise.

17. *Visitors*

Readers may not bring visitors or children into the Library, nor may persons without current cards enter the library to meet their friends. There is no paging system in the library, and it is not possible for library staff to search for a particular reader.

18. *Telephone Messages*

Incoming calls for readers cannot be accepted, nor can messages be taken, except in cases of genuine emergency.

19. *Animals*

Animals, other than guide dogs, may not be brought into the Library.

20. *Refreshments*

With the exception of plain water in bottles, food and drink may not be consumed anywhere in the Library.

Hot food and hot drinks may not be brought into the Library.

Cold food and drink not for consumption in the Library may be brought in as long as it is kept in your bag at all times.

Water from the dispenser near the entrance to the Library should be consumed at the dispenser or used in bottles.

21. *Smoking*

Smoking is not allowed in the Library, or any public area of the Institute.

22. *Noise and Disturbance*

Readers are asked to respect the need for quietness in the Library. Conduct which disrupts study and research is not permitted. Brief, quiet conversation is allowed on the fourth floor of the Library where photocopying, enquiries and other transactions take place.

23. *Damage to or Unauthorised Removal of Books and Other Institute Property*

Any reader or other visitor to the Institute who damages or defaces any part of the Institute or who damages, defaces or removes without permission any item belonging to the Institute will be required to pay for the making good of the damage or the replacement of the item and may be excluded from the Institute for such period as the Director may determine.

24. *Inappropriate behaviour*

Readers, visitors and staff have the right to carry out their work and study without intimidation or aggression from others. Inappropriate conduct, including abusive or threatening behaviour, is not acceptable.

25. *Misconduct*

Any reader or other visitor to the Institute who, in the opinion of the Director, infringes any of these Regulations or who engages in conduct which substantially disrupts teaching or study or research or the administration of the Institute or who obstructs any officer or servant of the Institute in the performance of his or her duties, shall be excluded from the Institute for such period as the Director may determine.

26. *Emergency Regulations*

If circumstances so require, the Director may at any time promulgate such emergency regulations as are deemed necessary.

Admission to the Library of barristers, solicitors and other practising lawyers

While the primary function of the Institute Library is to provide a world class research library for university law teachers and postgraduate research degree students, the Institute is aware of the uniqueness of certain parts of the collection and has agreed to allow practising barristers and solicitors access to the Library for material not readily available elsewhere. The scale of fees is laid down by the Director. All enquiries concerning admission to the Library should be addressed to the Library Administrative Officer.

Revised September 2016