

LAW LIBRARY STUDENT GUIDE

Welcome to the Law Library

Specially designed over three floors in the Melbourne Law School at University Square, the Law Library is an accessible and easy to use resource for the University of Melbourne's students.

It has one of the finest legal collections in Australia and an extensive range of online legal resources which can be accessed from the Law Library homepage at <http://www.law.unimelb.edu.au/lawlib>

If you have questions or suggestions about using the Law Library and our collections, please feel free to contact me, Carole L Hinchcliff, Law Librarian, c.hinchcliff@unimelb.edu.au or 8344 8500.

ACCESS TO LIBRARY RESOURCES

Library Catalogue

<http://cat.lib.unimelb.edu.au/>

The University of Melbourne online catalogue lists items held in all University of Melbourne libraries. Computer catalogues are located on all levels on the Law Library.

To see if the Law Library holds particular books (including e books) or journals search the online catalogue by the title. Items in the Law Library have the prefix UniM Law.

Where to find Books and Journals in the Law Library

- General books - Level 5
- Tax collection - Level 5 (all texts, loose-leaf services, journals, law reports and treaty series relating to taxation).
- Journals - Level 4. Post-1980 issues are on open shelves; pre-1980 issues are in the compactus. (Note: tax journals are in the Level 5 Tax collection.)
- Reports and Legislation - Level 4.
- Reserve and Reference collections - Level 3.
- SuperSearch - <http://search.lib.unimelb.edu.au> (Use SuperSearch to access subscription databases, e-journals and selected full text articles).

For more information collect a self-paced tour guide from the Service Desk or view the Law Library virtual tour at: <http://tinyurl.com/2cs3k6>.

Borrowing - Level 3

Most books can be borrowed for 28 days or 7 days. Books marked 'Overnight Loan' must be returned on the following week day. Law reports and statutes cannot be borrowed.

To borrow, use your student card at a self-checkout machine. You can renew books using the online catalogue, in person at the Service desk or phone (03) 8344 0444. If a book is on loan to another borrower, you can reserve it by placing a hold via the online catalogue.

Return books to Level 3 when the Law Library is open. When it is closed, use the after-hours return chute on the ground floor of the Law School building.

Please note that fines are imposed for all overdue books.

For full details on borrowing see: <http://www.lib.unimelb.edu.au/services/loans/lshome.html>

Reserve - Level 3

Reserve contains high-use items that can be borrowed for two hours or overnight. The catalogue indicates if items are held in Reserve. Reserve items include texts, current reprinted legislation, Victorian and Commonwealth bills, law reform commission titles, loose-leaf services, and items for specific subjects.

For further information, see the Service Desk.

Borrowing from other Libraries

If the book that you need is not held at the University of Melbourne, you can easily request it using the Bonus option on the University of Melbourne online catalogue.

University of Melbourne students can borrow from other Victorian university libraries using the CAVAL Reciprocal Borrowing Scheme. Register at the Service Desk.

University of Melbourne students living or travelling outside Victoria can borrow from interstate libraries using University Library Australia, a national borrowing scheme. For details contact the Service Desk.

ONLINE RESOURCES

Law Library Website

<http://www.law.unimelb.edu.au/lawlib/>

This links you to legal databases, free legal websites, subject pages, user guides, prior exam papers and room bookings. Some of these services are restricted to University of Melbourne Law students.

University Library Website

<http://www.lib.unimelb.edu.au/>

This provides access to databases via SuperSearch in an extensive range of other subject areas. User guides for the use of these databases are available from the website. Due to licence agreements, some databases are restricted to University of Melbourne students. For assistance with online resources contact the Information Desk.

Computer Facilities - Level 3

University of Melbourne Law students can use the computer labs. Law postgraduate students can use the computers in the Alan Katz Room on Level 4. A scanner is available for use in Lab 319.

Use of computers and network facilities is subject to the provisions of: University Regulation 8.1.R7 – Computing & Network Facilities Rules

Laptops

In the Law Library students can access the University Network via UniWireless or Student Plug-In Network (SPIN).

For assistance with laptop connections contact the Service Desk or see:

<http://www.infodiv.unimelb.edu.au/knowledgebase/itservices/index.html>

Laptop computers are available for loan by University of Melbourne students from the Service Desk for use in the Law Library.

Laptop locks are available for use in the Law Library. Please do not leave laptops unattended.

PHOTOCOPYING AND PRINTING SERVICES

Photocopying

Photocopiers are located on each level of the Law Library. Use your student card or buy rechargeable photocopy cards from the vending machine on Level 3. Photocopies cost 12 cents a page.

Printing - Level 3

Printers are located near the computer labs (for Melbourne Law School students). You can also print from the public access computers using a photocopy card, to a printer on level 3.

FACILITIES

Discussion Rooms - Levels 4 and 5

Law students can book a discussion room via the Law Library website.

Students with Special Needs - Level 4

The Special Needs room is available only to University of Melbourne students.

It is equipped with two ergonomic study tables and chairs, one flat-screen computer and a flat-page scanner. JAWS and OCR are installed.

To use the Special Needs room contact the Service Desk.

RESEARCH SERVICES

Law Librarians are available to help you at the following times:

Monday – Thursday 10.00am – 4.00pm and 6.00pm – 9.00pm

Friday 10.0am – 4.00pm

Saturday 10.00am – 4.00pm

Visit the Information Desk on Level 3, phone (03) 8344 8913 or email law-library@unimelb.edu.au to ask a research question or to make an appointment for an individual research consultation with Natalie Wieland, Legal Research Skills Advisor who can be reached at nwieland@unimelb.edu.au or (03) 8344 1138

Legal research guides are accessible on the Law Library website and legal research classes are advertised on the Law Library website.

Contact the Information Desk to make an appointment for an individual research consultation (contact details above).

POSTGRADUATE STUDENTS FACILITIES AND SERVICES

Additional Borrowing Rights

In addition to general borrowing rights, postgraduate students can borrow bound volumes of journals (two day loan).

Postgraduate students can apply to use the McLennan Library at the Melbourne Business School. Contact the Service desk.

Inter-Library Loans

Postgraduate students can borrow books and get journal articles not held by the University via inter-library loan. This service is available through the catalogue.

If you have access to a law firm or court library, you can arrange inter-library loans of University of Melbourne books through that library.

For more details see: <http://www.lib.unimelb.edu.au/services/ill/>

Borrowing from Monash University

University staff and research higher degree students can borrow from Monash University via an inter-campus loan service. Borrowed items can be picked up from the Baillieu Library. For more information and an online form see: <http://app1.lib.unimelb.edu.au/MM/mm.php>.

Borrowing from other University Libraries

See CAVAL and University Library Australia under the 'Borrowing from other libraries' heading in this guide.

Legal Research Classes

Legal research librarians teach research skills classes for postgraduate students throughout the year.

Book online at: <http://buffy.infodiv.unimelb.edu.au/infolit/libclass>.

To book another time contact the Information desk on ph 8344 8913 or email law-library@unimelb.edu.au

Postgraduate Students in Remote Areas

The Law Library can do limited online searches and copy documents on your behalf. For further details contact the Information Desk on phone (03) 8344 8913 or email law-library@unimelb.edu.au



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MELBOURNE LAW SCHOOL

Australia's first, Australia's global

CONTACT INFORMATION

Law Library

Loans Desk (03) 8344 6177
Information Desk (03) 8344 8913
Legal Research Skills Advisor (03) 8344 1138

Carole L. Hinchcliff
Law Librarian (03) 8344 8500
c.hinchcliff@unimelb.edu.au

Email

law-library@unimelb.edu.au

Law Library Website

<http://www.law.unimelb.edu.au/lawlib>

Location

Levels 3,4 and 5 (entrance on Level 3)
Melbourne Law School
185 Pelham Street, Carlton, 3010

Law Library Opening Hours During the Academic Year:

Monday to Thursday 8.30am – 10.00pm or 11.00pm
Friday 8.30am - 6.00pm
Saturday and Sunday 10.00am – 6.00pm

To check opening hours see:

<http://www.law.unimelb.edu.au/lrc/pub/aboutus/hours.cfm>

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