LOCATION
The University of Sydney Law School Library is located at 173-175 Phillip Street, Sydney (corner King, Phillip and Elizabeth Streets). The nearest train stations are St James and Martin Place. The entrance to the Library is on Level 8.

CONTACT DETAILS
DX Address: DX 983 SYDNEY
Phone: (02) 9351 0216
Fax: (02) 9351 0301
Email: library@law.usyd.edu.au
Web: http://www.library.usyd.edu.au/libraries/law/

Library opening hours: (ring (02) 9351 0216 to confirm):
From Monday 5 March
Monday to Thursday 8.30 am - 9.30 pm
Friday 8.30 am - 8.00 pm
Saturday 9.00 am - 4.45 pm
Sunday Closed

Except Monday 2 July - Saturday 21 July
Monday to Thursday 9.00 am - 8.00 pm
Friday 9.00 am - 6.00 pm
Saturday 9.00 am - 4.45 pm
Sunday Closed

Holiday closures 2007:
Easter
Friday 6 - Monday 9 April Closed

ANZAC Day
Wednesday 25 April Closed

Queens Birthday
Monday 11 June Closed

Loans and photocopying cease 15 minutes before closing time.

LIBRARY ASSISTANCE
Guides to the Law Library can be obtained from:
• Library Information Desk on Level 8
• Law Library’s website: www.library.usyd.edu.au/libraries/law

CONTACTS
The Information Desk telephone number is (02) 9351 0216.

LAW LIBRARIAN
The Law Extension Librarian is Michelle Harrison whose telephone number is (02) 9351 0302.

LIBRARY/STUDENT CARDS
A combined library/student card will be sent to you soon after you first enrol and should be kept and will be revalidated at the Law Library at the beginning of each session in which you are enrolled.

Your University of Sydney Library Card gives you full access to Library services and borrowing privileges at all University of Sydney Libraries. You should always have your Library Card with you when you are using the Library. The Library card is non-transferable, and must be presented when borrowing.

Your Library Card also serves as your student card, for identification at examinations.

Lost Cards: A replacement card can be issued at the Law Library on receipt of a $5 fee.

Methods of payment:
• Cheque or money order, made out to the University of Sydney Library;
• Cash can be loaded onto a library photocopy card then debited from this card at the Information Desk.

STUDENT LIBRARY RECORDS
Any changes to personal details, including address, contact details and email address should be given directly to the Legal Profession Admission Board, the Law Extension Committee and the Library separately. It is essential that the correct email address is provided to the Library as courtesy reminder notices are sent by email when students have provided the Library with an email address.
Borrower records can be accessed online for information including personal information, date due of borrowed items and fines at:

http://www.library.usyd.edu.au/mylibrary

**BOOK COLLECTIONS**

Books are available for loan in the Law Library as follows:

**Law Short Loan collection on Level 7.**

This collection contains multiple copies of popular texts. Loans are for one week and cannot be renewed. Books on loan from this collection cannot be reserved.

**Law Research collection on Level 9.**

Loans are for 8 weeks with unlimited renewals if nobody has requested the item. If the item is requested by another borrower while out on loan, it will be recalled and the due date will change. You will be notified by email if an item is recalled, advising of the new due date. Fines apply if items are not returned by the new due date.

**Reserve collection behind the information Desk on Level 8.**

Loans for these high demand materials are for two hours inside the library.

**LOANS**

Overdue books will attract fines. You will not be permitted to borrow if books are overdue or if fines exceed $25. Lost books will attract a replacement fee.

Hand copy law reports, legislation, loose-leaf services and journals cannot be borrowed but many of these materials are also available online. See below for details.

**Self-Check out**

Most Library items can now be borrowed from the self-check counter, which issues a “date due” slip. Other items may be borrowed from the Law Library information desk, though items are no longer stamped with the “date due”. Borrowers may check the date their loans are due back online at:

http://www.library.usyd.edu.au/mylibrary

Emailed reminder notices are provided by the Library as a courtesy service. Thus it is important to give the Library your correct email address.

**CAN'T GET TO THE LAW LIBRARY?**

**ULA - University Library Australia - an Australia-wide borrowing scheme**

If you live too far away or simply are unable to come into the city, as borrowers of the University of Sydney you are eligible for the ULA Borrowing Scheme. This scheme allows you to borrow from another University Library closer to you.

**How to apply**

Applications are made directly to the Library from which you wish to borrow. Students of the University of Sydney are required to pay a $50 fee to the host library, where photo identification and proof of current enrolment is required.

For more information contact the University Library from which you are planning to borrow, or ring the Law Library on (02) 9351 0216 or refer to:

www.library.usyd.edu.au/borrowing/cards.html#ula

**Extended loan periods for Distance/Country students**

External students living beyond an area bounded by Faulconbridge, Wollongong, Lisarow, Picton and Richmond train stations may request a two week loan for books borrowed in person from the law short loan collection. Requests must be made at the time of borrowing.

**Distance/Country lending scheme**

External students as defined above may ask for books to be sent by post or via the Document Exchange. An extended borrowing period to allow for receipt and return of books is included. Please note that fines will accumulate if books are returned late, and lost books will attract a replacement fee. Please phone on (02) 9351 0221 for details. Requests can also be faxed on (02) 9351 0301 or sent via email to library@law.usyd.edu.au

**Document request service for Distance/Country students**

Cases, articles and book chapters required for private study that are not available online can also be sent to distance/country students. Documents are sent via
email or alternative method if preferred. This service is subject to copyright restrictions.

Request forms including a copyright declaration are available from the Law Library website at: www.library.usyd.edu.au/libraries/law/lpab. html#distance or by phoning (02) 9351 0221.

LPAB PAST EXAMINATION PAPERS
LPAB past examination papers are no longer in circulation at the Law Library. They can be accessed via the LPAB web site at: www.agd.nsw.gov.au/lawlink/lpab/l_lpbab.nsf/ pages/lpab_pastexampapers

ONLINE LEGAL RESOURCES
Students have Internet access to a wide range of online databases and other legal web resources via the Law Library’s homepage. The Internet address is:

http://www.library.usyd.edu.au/libraries/law/

You can also use the University of Sydney Library catalogue to:
- View your own loan record,
- Pay Library fines using a credit card,
- Renew loans (other than books from short loan collections).

ACCESSING ONLINE DATABASES
The Law Library provides access to many online databases, including full-text cases and journal articles. These databases can be accessed both on and off campus by students who are currently enrolled in the Diploma in Law.

For a full list of Law Databases go to: www.library.usyd.edu.au/libraries/law/databases.html.

Off-campus access
Off-campus access to most databases is currently obtained by typing in your Unikey login and password.

Unikeys can be obtained from: www.auth.usyd.edu.au/extro/LEC/lecreg.cgi

A small number of databases are accessible via password only. A list of these passwords is by logging in to MyUni at http://myuni.usyd.edu.au and clicking on the Library tab.

Supplementary Materials
Many courses have supplementary materials that are available via the Library’s website. Currently to access these materials, either go to the Course Materials section of the Law Extension Committee Webcampus OR go to:

www.library.usyd.edu.au/libraries/law/lpab. html#LibResources

Note that if you are off-campus you will be prompted for your Unikey in order to gain access to individual resources.

If you have any queries about or difficulties accessing library databases please contact the Law Library on (02) 9351 0216 or email your enquiry to library@law.usyd.edu.au.

LEGAL RESEARCH TRAINING
Recommended Basic Legal Research Texts:
Providing a general introduction to Legal Research, covering both on-line and hard copy resources:
- Nemes and Coss’ Effective legal research/
  Bruce Bott, Jill Cowley and Lynette Falconer
  Held Law Short Loan 340.072 22
- Concise Legal Research / Robert Watt
  Held Law Short Loan 340.072 12D
- Legal Referencing/ Anita Stuhmcke
  Held Law Short Loan 340.148 4 B

Introductory online guides are also available from: www.library.usyd.edu.au/libraries/law/lpab.html
Library legal research classes and tours for Diploma in law students

- **Library tours** - 30 minute tour of the Law Library and its facilities. No booking is required. Meet at the Library Information Desk, Level 8.
- **Introduction to Legal Research via the Internet** - 45 minute class introducing the basics of legal research online, the Law Library’s web site and using the online Catalogue.
- **Finding legislation** - 50 minute class on finding and using legislation in several different online databases.
- **Finding cases** - 50 minute class concentrating on retrieving Australian and English cases from a variety of databases.
- **Finding journal articles** - 50 minute class on how to use a number of different databases to find journal articles and other materials for assignments and study.
- **Lexis, Westlaw, LawBook Online and CCH** - a 50 minute introduction to searching large full-text databases that provide access to cases, journal articles and legislation from Australia, UK and other countries.
- **Combined legal research classes** - 3 hour class (9.30 - 12.30 pm or 1-4 pm) combining the above 4 classes. These are held on Saturdays (19 & 26 May) to make attendance easier for students who are unable to get to individual classes.
- **Distance/Country students - Weekend School**
  - Friday June 1
    #12-2 pm - supplementary materials, understanding citation, finding cases, legislation and journal articles in sources including AustLII, ComLaw, NSW PCO, LawBookOnline and AGIS.
    #3-4 pm - CaseBase/LexisNexisAU, Lexis, Westlaw
  
  **Note:** The June 1 classes are restricted to Distance/Country students only

All classes are held in the Computer lab, level 7, Law School, 173-175 Phillip St., Sydney (entry via Library on level 8).

**Bookings are essential**
We take bookings for the classes as there are only 16 computers in the lab. Please phone the library from May 7 to book on (02) 9351 0216.

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**Winter 2007**

**Library Legal Research Classes**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Class Details</th>
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<tbody>
<tr>
<td>Monday May 14</td>
<td>12.30-1.30 pm</td>
<td>Library tour 1</td>
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<tr>
<td></td>
<td>1.30-5.30 pm</td>
<td>Library tour 5</td>
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<tr>
<td>Tuesday May 15</td>
<td>12.30-1.30 pm</td>
<td>Introduction to Legal Research</td>
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<tr>
<td></td>
<td>1.30-5.30 pm</td>
<td>Library tour 5</td>
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<tr>
<td>Tuesday May 15</td>
<td>6-7 pm</td>
<td>Introduction to Legal Research</td>
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<tr>
<td>Wednesday May 16</td>
<td>12.30-1.30 pm</td>
<td>Combined class</td>
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<td>Saturday May 19</td>
<td>9.30-12.30 pm &amp; 1-4 pm</td>
<td>Finding Journal articles</td>
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<tr>
<td>Monday May 21</td>
<td>12.30-1.30 pm</td>
<td>Finding Journal articles</td>
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<tr>
<td>Tuesday May 22</td>
<td>12.30-1.30 pm</td>
<td>Finding Cases</td>
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<tr>
<td>Wednesday May 23</td>
<td>12.30-1.30 pm</td>
<td>Finding Legislation</td>
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<tr>
<td>Thursday May 24</td>
<td>12.30-1.30 pm</td>
<td>Finding Journal articles</td>
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<tr>
<td>Saturday May 26</td>
<td>9.30-12.30 pm &amp; 1-4 pm</td>
<td>Combined class</td>
</tr>
<tr>
<td>Monday May 28</td>
<td>12.30-1.30 pm</td>
<td>Finding Cases</td>
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<tr>
<td>Tuesday May 29</td>
<td>12.30-1.30 pm</td>
<td>Finding Legislation</td>
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<td></td>
<td>12.30-1.30 pm</td>
<td>Lexis, Westlaw</td>
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<td></td>
<td>12.30-1.30 pm</td>
<td>LawBook Online &amp; CCH</td>
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<tr>
<td>Thursday May 31</td>
<td>12.30-1.30 pm</td>
<td>Lexis, Westlaw</td>
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<tr>
<td></td>
<td>12.30-1.30 pm</td>
<td>LawBook Online &amp; CCH</td>
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<tr>
<td>Friday June 1</td>
<td>12-2 &amp; 3-4 pm</td>
<td>Distance/Country Students’ Session</td>
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