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

Library opening hours: [ring (02) 9351 0216 to confirm):
From Monday 3 March 2008
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 30 June 2008 - Saturday 26 July
Monday to Thursday 9.00am – 8.00pm
Friday 9.00am – 6.00pm
Saturday 9am – 4.45pm
Sunday Closed

Easter (21 March – 24 March) Closed
ANZAC Day (Friday 25 April) Closed
Queen’s Birthday (Monday 9 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.
The Law Extension Librarian is Michelle Harrison whose telephone number is (02) 9351 0221.

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

Your 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 replacement fee.

For further information phone (02) 9351 0217 or come into the Law Library.

CHANGES TO PERSONAL DETAILS
Any changes to personal details, including address, contact details and email address should be given directly and separately to each of the following:
• Legal Profession Admission Board
• Law Extension Committee
• Law Library

As emailed reminder notices are provided by the Library as a courtesy service to students prior to borrowed items being due for return, the correct email address is essential.

To change your details with the Library go to: http://www.library.usyd.edu.au/libraries/law/lpab/lpabchangedetails.html

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.

Borrowers can check the date their loans are due back, renew Law Research books and pay fines at MyLibrary: 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 and current email address.

Hard copy law reports, legislation, loose-leaf services and journals cannot be borrowed but many of these materials are also available online. See Online Legal Resources 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".

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 students of Sydney University including Diploma in Law students to borrow from another University Library that is 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 book request service

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 0302 for details. Requests can be sent via:

- web request form at: http://www.library.usyd.edu.au/libraries/law/lpab.html#distance
- e-mail to law@library.usyd.edu.au
- fax on (02) 9351 0301

Distance/Country document request service

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#reqforms or by phoning (02) 9351 0302.

LPAB PAST EXAMINATION PAPERS

The Board’s Examinations Committee has determined that only examination papers from the last three sessions will be accessible via the LPAB’s website.

**ONLINE LEGAL RESOURCES**

Students have access to a wide range of online databases and other web resources 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.

**Law Library homepage:**
www.library.usyd.edu.au/libraries/law/

**LPAB Students page:**
www.library.usyd.edu.au/libraries/law/lpab.html

**Full list of Law Databases:**
www.library.usyd.edu.au/libraries/law/databases.html

### ACCESSING ONLINE DATABASES FROM OFF-CAMPUS

Off-campus access to most databases can be obtained by typing in your Unikey login and password when prompted.

Unikeys can be obtained from: https://www.auth.usyd.edu.au/extro/LEC/lecreg.cgi or simply follow the links from the LEC Webcampus.

A small number of databases are accessible via password only. A list of these passwords is obtained by logging in with your Unikey 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 law@library.usyd.edu.au

**LEGAL RESEARCH TRAINING**

**Introductory online guides:** www.library.usyd.edu.au/libraries/law/lpab.html#researchguides

**Basic Legal Research Texts:**
- Nemes and Coss’ Effective legal research/
  Bruce Bott, Jill Cowley and Lynette Falconer
  Held Law Short Loan 340.072 17B
- Concise Legal Research / Robert Watt
  Held law Short loan 340.072 12D
- Legal Referencing/ Anita Stuhmcke
  Held Law Short Loan 340.148 4 B

**Library legal research classes and tours for Diploma in Law students**

- **Library tours** - 30 minute tour of the Law Library and facilities available.
- **Introduction to Legal Research** - introduces the basics of legal research, providing an overview of the resources available from the Law Library website.
- **Finding legislation** - looks at finding and researching legislation, both in the hard copy format and on-line.
- **Finding journal articles and other secondary sources** - Covers searching databases to retrieve journal articles and other material on a particular case or topic.
- **Combined legal research classes** - This 3 hour class (9.30-12.30 pm or 1-4pm) held on Saturdays is a condensed version of the above classes to make attendance easier for students who are unable to get to individual sessions.

All classes are held in the Computer lab, level 7, Law School, 173-175 Phillip St., Sydney (entry via Library on level 8). No bookings are necessary
# Winter 2008 Library Legal Research Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Monday May 5</td>
<td>Library Tours 1pm &amp; 1.30pm Library Tour 5.30 pm</td>
</tr>
<tr>
<td>Tuesday May 6</td>
<td>Library Tours 1pm &amp; 1.30pm Library Tour 5.30 pm</td>
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<tr>
<td>Thursday May 8</td>
<td>Introduction to Legal Research 6-7 pm</td>
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<tr>
<td>Friday May 9</td>
<td>Introduction to Legal Research 12.30-1.30 pm</td>
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<tr>
<td>Saturday May 10</td>
<td>Combined class 9.30-12.30pm Combined class 1-4 pm</td>
</tr>
<tr>
<td>Monday May 12</td>
<td>Finding Legislation 12.30-1.30 pm  Finding Cases 6-7 pm</td>
</tr>
<tr>
<td>Tuesday May 13</td>
<td>Finding Cases 12.30-1.30 pm</td>
</tr>
<tr>
<td>Wednesday May 14</td>
<td>Finding Journal articles 12.30-1.30 pm</td>
</tr>
<tr>
<td>Thursday May 15</td>
<td>Finding Legislation 6-7 pm</td>
</tr>
<tr>
<td>Saturday May 17</td>
<td>Combined class 9.30-12.30 pm Combined class 1-4 pm</td>
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<tr>
<td>Monday May 19</td>
<td>Finding Journal articles 6-7 pm</td>
</tr>
<tr>
<td>Friday May 30</td>
<td>Combined Class 12.30-3.30 pm</td>
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