Welcome to the Taylor Library and European Documentation Centre
Alison Steed and Anne MacLean, May 2015
QG LAW001 [https://www.abdn.ac.uk/library/documents/guides/law/qglaw001.pdf]

The Taylor Library and European Documentation Centre (EDC) houses the Law collection, the Official Publications collection and the European Documentation Centre. This guide describes the services available. Staff at the Issue Desk or the Help Desks can assist you to find specific items or assist with more detailed enquiries.

Opening hours

Term-time and Easter Vacation
Monday - Thursday 09:00-22:00
Friday 09:00-20:00
Saturday 09:00-22:00
Sunday 13:00-22:00

Summer Vacation
Monday – Friday * 09:00-17:00
(*10:00 on Wednesdays due to staff training)

Access and membership
The University welcomes users to its libraries from within the University, from other educational institutions and the general public.

There are security gates at the entrance which are operated by a valid ID card. Visitors can be issued with an access pass valid for up to 3 months on production of photographic ID.

Library regulations
The Library Regulations are displayed in all the University libraries. They are designed to provide a pleasant and peaceful environment for everyone. It is a condition of membership that you read and follow them.

Taylor Library is zoned into Silent and Quiet areas. Details of what is permitted in each area are on display on the study tables. Library users should be aware that it is not permitted to make or receive mobile phone calls.

Services
The Issue Desk provides the full range of standard library services such as loans, returns, recalls, reservations, Inter Library Loans and fax despatch and collection.

There is a Self-service Kiosk in the Heavy Demand area. This is for issues only. Returns must be taken to the Issue Desk.

There are two Help Desks, one on the lower level of Block C which is open Monday to Friday 9:00 to 16:30 (term time only) and one on the upper level of Block D (EDC office) which is open Monday-Friday 9:00-12:00 and 14:00 to 16:30.

Copying and scanning
There are four Multi-Function Devices (MFDs) in an area opposite the Issue Desk. You may use these for printing, copying and scanning. Payment will come out of your print budget account.

Non University users can buy a card and load it with credit to enable use of the MFDs for photocopying.

Study space
Study space is available on both floors of the Library.

Project Rooms
There are two bookable project rooms in Block C. These can be used for discussion groups, rehearsing presentations and seminars.

Project Room 1 on the lower floor has a networked PC, LED screen and whiteboards whilst Project Room 2 on the upper floor has a networked PC, data projection facilities, video viewer, an overhead projector and whiteboards. Bookings should be made at the Issue Desk.

Facilities for disabled users
Access to the Taylor Library for anyone with mobility problems is via the lift at the entrance to the Taylor Building Block C and an internal lift for access to the Library’s upper floor. The entry gate nearest the Issue Desk is for use by anyone with mobility problems.

There is a priority access PC for disabled users on the lower floor of the Library. This PC has enhanced software provision and may be booked in advance for a maximum of one hour. Bookings can be made at the Issue Desk.

There is a book scanner provided by the Assistive Technology Unit in the Heavy Demand Area of the Library.

For further information see Library Guide: QG GEN002 Accessible library facilities and services.

Computer provision
There are twenty two networked PCs in the Library, ten in the Computer Room on the upper floor, one each in Project Rooms 1 and 2, two more at the
end of Block C on the upper floor, two in the EDC, one for use with the book scanner in the Heavy Demand Area and a further five on the lower floor, beside the Help Desk.

A print station is available in the Computer Room on the upper floor.

Wireless internet access is available in the Library using the Eduroam service. All you need is a Wi-Fi enabled laptop.

The Catalogue

The Library Catalogue includes items in all sites of the University Library and gives their location and status.

Alternatively, use Primo which searches both the catalogue and other electronic resources available to University staff and students.

There are several OPAC (Open Access Catalogue) terminals in the Library. Primo and the Catalogue can also be accessed from the Library home page on any PC with an internet connection.

Borrowing

There is a Self-service Kiosk in the Heavy Demand Area. To use the Self-service Kiosk you need to have your ID card and a Personal Identification Number (PIN) – ask at the Issue Desk to get one set up.

You must have all Heavy Demand items issued even if you are only using them in the Library. Take all other items you wish to borrow to the Issue Desk together with your ID card. You will not be allowed to borrow without a valid card.

You are responsible for all books issued on your card. Do not pass them on to other people or lend your card to others.

How many items?

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates (UGs)</td>
<td>20</td>
</tr>
<tr>
<td>Final year UGs &amp; Taught Postgraduates (PGs)</td>
<td>20</td>
</tr>
<tr>
<td>Research PGs</td>
<td>30</td>
</tr>
<tr>
<td>Staff</td>
<td>50</td>
</tr>
<tr>
<td>External Readers</td>
<td>10</td>
</tr>
<tr>
<td>Sconul Access</td>
<td>5</td>
</tr>
<tr>
<td>Heavy Demand Collections</td>
<td>2</td>
</tr>
</tbody>
</table>

How long for?

Long Loan - issued until the end of the summer term, unless recalled.

4 week loan - identified by a white band on the spine. Issued for 4 weeks unless recalled.

3-Day Loan - identified by a yellow band on the spine. Issued initially for 3 days (including weekends) with an e-mail sent on the morning of the 3rd day stating whether the item has been renewed for a further 3 days or whether it must be returned.

24-hour Restricted Loan - return within 24 hours from the time of issue, including weekends.

Heavy Demand - the loan period from Monday to Thursday is until 10:30 the next day. You can borrow books at any time of the day as long as they are back by 10:30 the next morning. Heavy Demand items borrowed on a Friday or over the weekend are due back by 10:30 on Monday.

Returning loans

When returning material during opening hours, please give it to a member of staff at the Issue Desk. Please wait while each item is discharged – while items are still issued to your library record they remain your responsibility. All items, including those issued at the Self-service Kiosk, must be returned to the Issue Desk to be removed from your record.

Heavy Demand material must be returned to the site where you borrowed it (other types of material can be returned to any of the Aberdeen University Library sites).

A box is placed outside Taylor Library between 8:30 and 9:00 enabling you to return Heavy Demand items before the Library opens. At all other times books must be returned to a member of staff at Taylor Issue Desk.

Requests and recalls

If an item you require is on loan, in a closed access store or in a Library on another campus you may request it through either Primo or the Library Catalogue.

For Long Loans and 4 week loans, a message is sent to your University e-mail address when the item is available. It is important that you check your University e-mail account regularly.

NOTE: All library notifications (recalls, overdues and collects) are sent to your University e-mail account (my.name.10@aberdeen.ac.uk) and NOT in paper form via the Royal Mail or University internal mail, unless you write to the Librarian to arrange this.

You may be able to access emails from the Library on your mobile phone.

You may also use Primo or the Library Catalogue to make an advance booking up to 3 weeks ahead for materials in Heavy Demand.
Organisation of stock
There are seven main sequences of materials: law books, law reports, law periodicals, statutory materials, Official Publications, European Union material and a small collection of documents from the European Space Agency.

The Taylor Library also has a Law Reference section; a Law General Reference section; a Heavy Demand section for the most frequently used textbooks; and a display unit for current periodicals and reports. Plans of the Library, showing the location of each section, are available.

Law books
The main book stock is shelved on the upper level of the Library. Books are arranged in the Dewey classified sequence.

The majority of the books on lecturers’ recommended reading lists are shelved in the Heavy Demand section on the lower level of the Library, again in classified order.

Law reports
This sequence contains the collections of case reports. They are shelved by title in alphabetical order running down the right hand side of the lower level of the Library. The current parts of law reports are on the display stand near the entrance. All law reports are for reference use only.

Law periodicals
These are also shelved in alphabetical order in a sequence running down the left hand side of the lower level of the Library. Older parts may be borrowed and staff will advise on loan periods. Recently received and unbound parts are kept on the display stand and are for consultation only.

Law reference
This section houses legal encyclopaedias, indexes to legal periodicals and the Current Law Service.

Law general reference
Legal and language dictionaries, directories and other reference materials are shelved here.

Statutory materials
This section, on the ground floor of Block D, contains sets of United Kingdom Acts of Parliament and Acts of the Scottish Parliament. All statutory materials are for consultation only.

Official Publications
The Official Publications collection includes documents from the UK and Scottish Parliaments, Government departments and agencies, the United Nations and the OECD.

For further information, help and advice please:
- view the Official Publications web page
- consult Library Guide: QG LAW003Official Publications Collection
- contact the library staff on 01224 273334 or email edc@abdn.ac.uk.

European Documentation Centre
The European Documentation Centre (EDC) is located in Block D on the upper level. It is one of the official centres established by the European Commission to enable the study of European integration.

Most EU information is now freely available through, or linked from the EU's Europa website, however the EDC still receives some print copies and this material is listed on the catalogue. The EDC books and periodicals are for reference only but they may be freely consulted by both members and non-members of the University. Staff are available to help source print and online material. A more detailed guide to the European Documentation Centre is available online.

Folios/pamphlets
Large books (folios) and small items (pamphlets) are shelved on the upper level of Block C at the end of the classified book sequences. Material in these sections is identified in the catalogue by the prefix f (folio) or p (pamphlet). Most pamphlets may be borrowed, but many folios are too old or too fragile and are for reference only.

European Space Agency (ESA)
This material is held in a separate sequence shelved at the end of the periodicals in lower D block. ESA material all has the shelfmark Law Per 629.4 Eur.

Access to electronic resources
Access to electronic resources for students and staff is via any PC that can connect to the University network and can also be achieved from home. There are separate guides giving guidance on using the various resources available.

Blogs
Two library blogs produced by Taylor library staff can keep you up-to-date on service changes, useful tips, news and collections development:
- Legal Information Update
- EDC Information Update
Podcasts
Introductory podcasts providing information about Taylor Library are also available.

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Remember that the staff at Taylor Library & EDC are here to assist you. Please do not hesitate to ask if you get into difficulty!