



Welcome to the Taylor Library and European Documentation Centre

Anne McLean, May 2020

QG LAW001 [<https://www.abdn.ac.uk/library/documents/guides/qglaw001.pdf>]

The Taylor Library and EDC houses the Law collection, the Official Publications collection and the European Documentation Centre. This guide briefly describes the services available.

A [virtual guide to Taylor Library](#) is also available.

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 |
|-----------------|-------------|

Access and membership

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

Visitors will not be issued an access pass during exam times if more than 200 people are attending the library.

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. Library users should be aware that it is not permitted to make or receive mobile phone calls.

Lidded drinks are allowed in the library. Cold food is allowed in designated areas, however, hot food is not allowed anywhere in the library. Details of what is permitted in each area are on display on the study tables.

Services

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

There is a **Self-issue Machine** in the Heavy Demand area. This is **for issues of HD items 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 and one in the computer room on the upper floor of the library. You may use these for printing, copying and scanning. The MFD in the computer room can print in colour if required. Payment will come out of your print budget account.

Non-University users can buy a £5 preloaded card to enable use of the MFDs for photocopying. Additional credit can be purchased if required.

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, video viewer, an overhead projector and whiteboards.

Bookings should be made at the Issue Desk, and are for a maximum of an hour. These rooms are for group use only, and cannot be booked for single use.

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. 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.

[Wireless internet access](#) is available in the library using the Eduroam service. Members of the public can connect using *Aberdeen-city-connect*. All you need is a Wi-Fi enabled laptop.

Primo

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

Borrowing

There is a Self-issue Machine in the Heavy Demand Area. To use the Self-issue Machine, 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. Remember 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? | |
|--|----|
| Undergraduates (UGs) Taught Postgraduates (PGs) | 20 |
| Research Postgraduates | 30 |
| Staff | 50 |
| External Readers (no Heavy Demand items) | 10 |
| SCONUL Access (no Heavy Demand items) | 5 |
| Heavy Demand Collections | 2 |

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 and automatically renewed up to nine times for Aberdeen University staff and students if not requested by another reader. Notification is by e-mail.

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. These can be automatically renewed up to nine times.

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-issue Machine, 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 from (other types of material can be returned to any of the Aberdeen University Library sites).

A box is placed outside Taylor Library at closing time enabling return of Heavy Demand items before the library re-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 be able to request it through either [Primo](#) or asking library staff. You can make an advance booking up to 3 weeks ahead for materials in Heavy Demand.

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. You may be able to [access emails from the Library](#) on your mobile phone.

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

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.

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 Dewey 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 bound volumes may be borrowed and staff will advise on loan periods. Recently received unbound parts are kept on the display stand and these and other unbound parts 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 LAW003 Official 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

An introductory [podcast](#) providing information about Taylor Library is also available.

Staff

Site Services Team Lead

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Senior Information Assistants

Anne McLean
David Ridley
Zita Szabo



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

In the case of access problems (including Out-of-Hours Service), contact the IT Service Desk:

Address: The Sir Duncan Rice Library, 1st Floor, Old Aberdeen.
Open: Mon, Tues, Thurs and Fri: 09:00-17:00; Wed: 10:45-17:00
Log a problem via your [MyIT portal](#) at or email: servisdesk@abdn.ac.uk
Telephone: +44 (0)1224 273636 (for ***Out of Hours Service** – call this number)

If you require further information, please contact:

Taylor Library & EDC

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