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 University of Melbourne students.

The Law Library 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://web.law.unimelb.edu.au/library](http://web.law.unimelb.edu.au/library)

The Law Student Study Area is located on Level 3. It is open when the Law Building is open, which is generally from 7.30 am–11.00 pm on Monday to Friday and from 10.00 am–6.00 pm on Saturdays and Sundays. The Law Student Study Area is available only to Melbourne Law School JD, LLM and RHD students. For complete hours, see: [http://www.law.unimelb.edu.au/lawlibrary/about/law-student-study-area/pc-labs-319-and-g14-hours-2015](http://www.law.unimelb.edu.au/lawlibrary/about/law-student-study-area/pc-labs-319-and-g14-hours-2015).

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


The University of Melbourne online catalogue lists items held in all University of Melbourne libraries. Computers are available on all levels of the Law Library for accessing catalogues.

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

Books and Journals in the Law Library

- General books - Level 5 (28 day loans)
- Tax collection - Level 5 (all texts, loose-leaf services, journals, law reports and treaty series relating to taxation)
- Journals - Level 4 (in the compactus)
- Law reports and Legislation - Level 4
- High Use collection - Level 3 (2 hour, overnight or 7 day loans)

For more information collect a self-paced tour guide from the Service Desk on level 3 of the Law Library.

Borrowing

Books in the Law Library will be marked as 7 day, overnight or 2 hour loan. Books that do not have a borrowing period sticker on them are generally 28 day loan. Law reports and statutes cannot be borrowed.

To borrow, use your student card at one of our self-checkout machines located on level 3. You can renew books using the online catalogue, in person at the Service Desk or phone (03) 8344 6177. If a book is on loan to another borrower, you can place a hold on it via the online catalogue.

Return books to Level 3 when the Law Library is open, or the after-hours return chutes when we are closed. We have two after-hours return chutes: on the ground floor outside of the Law School and on level 3 outside the entrance gate.

Please note that fines are imposed for all overdue books. For full details on borrowing see: [http://library.unimelb.edu.au/borrowing/](http://library.unimelb.edu.au/borrowing/)
High Use collection - Level 3

The High Use collection on level 3 includes items that can be borrowed for 2 hours, overnight or 7 day loan. The catalogue indicates if items are held in the High Use collection. The High Use area include texts, dictionaries and other reference titles, current reprinted legislation, Victorian and Commonwealth bills, law reform commission titles, loose-leaf services, and items for specific subjects. Contact the Service Desk for further information.

Borrowing from Other Libraries

If the book that you need is not held at the University of Melbourne, you may be able to 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. See the Service Desk to register for CAVAL.

University of Melbourne students living or travelling outside Victoria can borrow from interstate libraries using the ULANZ (University Libraries of Australia and New Zealand) borrowing scheme. The ULANZ borrowing scheme allows staff and students to borrow in person from other participating universities in Australia or New Zealand. For details see: http://www.caul.edu.au/caul-programs/ulanz

ONLINE RESOURCES

Law Library Website

http://web.law.unimelb.edu.au/library

Access legal databases, legal websites, research guides, legal research tutorial videos, prior exam papers and discussion room bookings from the Law Library website. Some of these services are restricted to University of Melbourne Law students.

The University Library Website

http://www.library.unimelb.edu.au/

This website provides information about the University of Melbourne Library’s collections (including archives), subject research guides for disciplines outside of law, access to the Discovery system and Library Chat.

Computer Facilities - Level 3

University of Melbourne Law students can use the computer labs located on level 3 (R.319) and ground floor (G 14). Use of computers and network facilities is subject to the provisions of University Regulation 8.1.R7 – Computing & Network Facilities Rules.

Internet Access and Laptops

When on campus, students can access the University Network via UniWireless.

For assistance with laptop connections contact the Service Desk or see: http://its.unimelb.edu.au/support/networks/wireless

Please do not leave laptops unattended. Laptop locks are available for loan at the Service Desk, level 3 of the Law Library.

PRINTING AND COPYING SERVICES

Photocopying and Scanning

Multi-function devices (MFDs) are located on each level of the Law Library. These devices have photocopying, scanning and printing functionalities. Use your student card or borrow a card from the service desk on level 3. Photocopying costs 12 cents per page (1-sided) and 24 cents per page (2-sided). Scanning is free, however, you must have 12 cents of credit on your card.

Printing

Print jobs can be initiated from any of the computers in the Law Library or the computer labs on level 3. Use your student card or borrow a card from the service desk on level 3. Printing costs 10 cents per page (1-sided) and 19 cents per page (2-sided). There are two printers located outside of the PC lab on level 3. You can print to multi-function devices (MFDs) located on level 3, 4 and 5 of the Law Library. You can also print from your own device on or off campus using UniCard’s web print service: https://unicard.unimelb.edu.au/
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. To use the Special Needs room contact the Service Desk.

REFERENCE INFORMATION SERVICE

Law Librarians are available to help you during semester (teaching weeks) at the following times:

- Monday to Friday: 10.00am – 4.00pm

Contact the Law Library Reference Information Service via email: law-library@unimelb.edu.au or phone (03) 8344 8913.

LEGAL RESEARCH CONSULTATIONS

Law librarians are available for research consultations. We can assist you with specific questions you have about your legal research topic or more general questions about accessing resources. To book a consultation go to the ‘Students’ section of the Law Library website and select the ‘Book a Research Consultation’ link.

LEGAL RESEARCH CLASSES

Law librarians teach legal research skills classes throughout the year. See the Research Classes section on the Law Library website for more details and online booking information.

LEGAL RESEARCH GUIDES

The Law Library produces legal research guides to assist students with their research and studies. These guides cover areas such as how to locate legislation, case law, commentary and journals. There are also jurisdiction specific guides and guides covering specific legal practice areas. The guides are accessible via the Research Tools section of the Law Library website.

POSTGRADUATE STUDENT FACILITIES AND SERVICES

Additional Borrowing Rights
In addition to general borrowing rights, postgraduate students can borrow bound volumes of journals (2 day loan).

Inter-Library Loans
Postgraduate students can borrow books and obtain 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://lib.unimelb.edu.au/services/ill/

Borrowing from Other University Libraries
See CAVAL and University Library Australia under the ‘Borrowing from Other Libraries’ heading in this guide.

Postgraduate Students Outside of Melbourne
The Law Library can do limited online searches and copy documents on your behalf. For further details contact the Information Desk on (03) 8344 8913 or law-library@unimelb.edu.au
CONTACT INFORMATION

Law Library
Loans Desk (03) 8344 6177
Information Desk (03) 8344 8913

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

Kylie Tran
Client Services Librarian (GE and Law)
(03) 8344 8500
kylie.tran@unimelb.edu.au

Email
Loan queries and to book an appointment to see a librarian, please email:
law-library@unimelb.edu.au

Facebook
University of Melbourne Law Library

Twitter
http://twitter.com/unimelb_lawlib

Location
Levels 3, 4 and 5 (entrance on level 3) Melbourne Law School
185 Pelham Street, Carlton, 3053

Law Library Opening Hours*:
Monday to Thursday: 8.30am – 11.00pm
Friday: 8.30am – 6.00pm
Saturday & Sunday: 10.00am – 6.00pm

*Hours vary throughout the year. To check opening hours see:

Law Student Study Area/PC Labs Opening Hours*:
(Available only to MLS JD, LLM and RHD students)
Monday to Friday: 7.30am – 11.00pm
Saturday and Sunday: 10.00am – 6.00pm or 9pm

*Hours vary throughout the year. To check opening hours see:

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