CATALOGUES

The Notre Dame Libraries’ catalogue can be accessed via the web. Simply click on the library portal link via the University’s home page http://www.nd.edu.au/. Assistance with the Library catalogue can be obtained from the Law Library staff at the Loans/Enquiry Desk.

COMPUTER FACILITIES & INTERNET ACCESS

The Law Library currently has twenty two networked computer terminals for student and staff usage. The Minter Ellison room provides a further seventeen networked work stations. Wireless network connections are available. Handouts of instructions are available, for further assistance please see the IT helpdesk at the St. Teresa's Library.

ACADEMIC DATABASES

The Law Library provides online access to many Australian full text and citation databases. Access to some services requires passwords which will be given out to College of Law students upon presentation of a current student card and signing of licence agreements. A full list of these resources are listed in the ‘databases’ page of the Library Portal.

SERVICES

Photocopying & Printing
The Law Library has two photocopiers situated in front of Row 1.4 behind the lift well on the right hand side of the building and another near the front of the circulation desk. These photocopiers are operated by a swipe-card system. Any card (e.g. Student or Medicare) that has a magnetic strip may be used. Photocopy and Printing Credits can be added to the card ($0.11 GST Inc. per A4 copy) on the Autoloader machine situated near the photocopiers in the Law Library.

Transparency Sales
Transparencies can be bought from the Co-Op Bookshop or St. Teresa's Library for $0.50 per transparency.

Only transparencies purchased at the Co-Op Bookshop or St. Teresa’s Library may be used in the copiers.

Information about resources
Information sheets and guides to the collection are available for borrowers to use. These are located on both sides of the periodical display area.

The information sheets include a map of the law library, periodical, law reports, legislation and parliamentary publications holdings lists, a guide to the Moys Classification Scheme and various guide sheets to external information resources.

Document Delivery /Inter- Library Loans
This service is available to Master (Thesis) students and PhD students as part of their enrolment. Further details can be found by enquiring at the loans desk.

BORROWING

Students must use their University ID card to borrow from the library. You will need to have your card activated at the library prior to borrowing for the first time.

The borrowing limits are as follows:

- Undergraduate & Masters by Coursework
  - Up to 12 standard items 42 days
  - 2 Reserve items 2hrs/Overnight
  - One renewal maximum

- Postgraduate MA (Thesis) and PhD
  - Up to 25 standard items 42 days
  - 2 Reserve items 2hrs / Overnight
  - Two renewals maximum

Renewals
Borrowers can renew loans provided the items are not overdue and they have not been requested by another borrower. Renewals can be made by accessing the ‘My Account’ function in the Library Catalogue. Reserve and short term (3-day and 7-day) loans may not be renewed. You may also contact the law library via e-mail at cravendesk@nd.edu.au or via phone on 9433 0740.

Library Notices
All notices and correspondence is sent via the University’s webmail account. The Library assumes that students will check this account regularly.

Requests for items out on loan
The online catalogue indicates if an item is on loan. Borrowers requiring a book that is already on loan may place a request via the library catalogue. You will be notified via webmail once the book is available.
RETURNING LOANS

Please return all standard and short term loans to the Returns Box located in the circulation desk. Reserve loans are to be returned directly to loans desk staff. Do not return items to any of the shelving trolleys as these will not be recorded as returned and you will accrue overdue fines. For after-hours returns phone Security on 0438 923 955, they will open the courtyard allowing you access to the after-hours return chute at the St. Teresa’s Library.

FINES

Borrowers are charged fines for the late return of law library books at a rate of fifty cents ($1.00) per day for loan items and fifty cents ($2.00) per hour for reserve items. In addition to fines, borrowers must pay the replacement cost for books not returned within 30 days. Borrowing rights at all libraries are suspended once a borrower owes $20 or more in fines or has any lost books. Statements of result will be withheld at the end of semester if these fines and charges remain unpaid.

RECIPROCAL BORROWING

The Notre Dame Law Library has reciprocal borrowing arrangements with Edith Cowan University and Murdoch University. Your student card in addition to proof of enrolment must be shown when registering at these institutions.

There are no arrangements with Curtin University and The University of Western Australia. An application fee must be paid to register as a public borrower at these universities.

CONDUCT IN LAW LIBRARY

- Bags may be taken into the Law Library but may be checked at the exit door.
- Law Library users are asked to respect the study needs of all users, anyone disturbing others will be asked to leave.
- Place material used within the Law Library on the reshelving trolleys provided around the Library or in the return chute of the Loans/Enquiry Desk.
- Mobile phones must not be used in the Law Library.
- Only drinks with lids are able to be consumed in the law library.

OPENING HOURS

The Craven Law Library is open during semester from 8am-8pm Monday to Thursday, Fridays 8am-5pm, weekend hours 3pm-6pm. During vacation periods the Craven Law Library is open daily Monday to Friday 8am-5pm.

CONTACT DETAILS

LAW LIBRARIAN
Jean McKay
Phone: (08) 9433 0740
Email: jmckay3@nd.edu.au

Craven Law Library
University of Notre Dame Australia
PO Box 1225
Fremantle WA 6959

Loans/Enquiry Desk
Ph: 08 9433 0740
Fax: 08 9433 0722
Email: cravendesk@nd.edu.au