

THE HONORABLE SOCIETY OF KING'S INNS
LIBRARY GUIDE
2019-2020

King's Inns Library
Henrietta Street
Dublin 1

Tel: 01 878 2119
Email: library@kingsinns.ie
Website: www.kingsinns.ie
Twitter: @KILibrary

Library Opening Hours

Up to date Library opening hours and dates will be posted on Moodle

Opening hours during Academic term [1 st October 2019 – 14 th December 2019]	
Monday and Tuesday	8.00am to 9.30pm
Wednesday to Friday	8.00am to 7.30pm
Saturday	12.30pm to 5.00pm

Amendment to opening hours during December 2019 and January 2020:

Monday 16 th to Thursday 19 th December 2019	9.00am to 5.00pm
Friday December 20 th 2019	9.00am to 4.00pm
January 2 nd and January 3 rd 2020	9.00am to 5.00pm
Academic term hours will re-commence on Saturday 4 th January 2020	

*Please note that the Library will be **closed** on the following dates:*

- October Bank Holiday weekend: Saturday 26th October and Monday 28th October 2019
- **Christmas closing:** From 4.00pm on Friday 20th December 2019, reopening at 9.00am on Thursday 2nd January 2020
- St Patrick's Day: Tuesday 17th March 2020
- **Easter closing:** From 7.30pm on Thursday 9th April 2020, reopening at 8.00am on Thursday 16th April 2019
- May Bank Holiday: Monday 4th May 2020.
- June Bank Holiday: Monday 1st June 2020
- August Bank Holiday: Monday 3rd August 2020

Opening hours from end of May 2020 until September 2020	
Monday to Friday	9.00am to 5.00pm
Saturday	Closed

Please note:

- Any changes to the opening hours will be posted outside the Reading Room, on Moodle and on the noticeboards.
- Opening hours may be extended in the lead up to the Exams.
- On occasion the Reading Room is required for training or functions and may be closed for student use.

Admission

The Library is available for use by current registered students and members of the Honorable Society of King's Inns only. Admittance to the Library for those who are not registered students or members of the Society is at the discretion of the Librarian. Students are not permitted to bring family members or guests into the Reading Room except on designated days.

All current students must sign and return a Library Declaration form to the Library staff before their Library account will be activated.

All users, students, members and visitors are asked to sign the Attendance Book in the Reading Room.

Food and drink

Students are permitted to have natural water in non-spill bottles in the Reading Room. No other drinks are permitted. Food of any type (including chewing gum) is not permitted.

Bags

No bags (including handbags, laptop cases/covers/sleeves) are permitted in the Reading Room. All users and members must deposit their bags in the lockers provided in the Entrance Hall. These lockers are for day by day usage only. The Society reserves the right to remove items which have been left in lockers overnight. A charge may be levied for the return of such items.

Borrowing

- Current registered students may borrow a total of 2 books at a time from the holdings of current legal textbooks.
- Certain current textbooks are for Library use only.
- The remainder of the collection is for reference only.
- Please present your student card when borrowing items.
- Please return items to a member of Library staff.
- Material can generally be borrowed for a period of 6 days.
- Material may be renewed once, provided it has not been reserved by another user.
- A fine of €5 per night per item will be imposed on overdue standard loan items.
- During assignments and exams, material in high demand may be placed on short term loan (e.g. 3days/1day).
- To reserve an item please contact a member of the Library staff (library@kingsinns.ie or 01 8782119) who will place a hold on the item.
- All borrowing transactions (issuing/returning/renewing) must be completed 15 minutes before closing time.

Further information on borrowing and fines may be found in the Borrowing Regulations, copies of which are available in the Student Handbook, on Moodle, on the King's Inns website and in the Reading Room.

Library Catalogue

Library material can be located using the online catalogue.

This is available to all students

- through Moodle
- on a PC providing access to the online catalogue only which is located near the textbooks
- on the desktop of all open access PCs.

The simple search allows users to search by word/phrase or author or title or subject.

The power search provides the user with a range of fields creating a more targeted search.

Older non-legal material is listed in the Guard-Catalogues and is in the process of being converted to online catalogue records.

Moodle

There is a dedicated Library space on Moodle, accessible by all current students. A copy of the Library Guide, Library Declaration and all Library Regulations may be accessed there, along with information about our electronic resources, “Where to find” guides and short videos demonstrating how to locate material. We will continue to add material and further information to assist with legal research.

Finding materials you need

- All materials have a call number on their catalogue entry indicating where they may be found.
- Where material is available through one of the online resources this is also indicated in the catalogue record.
- Current legal textbooks are on open access in Bays E, F and G of the Reading Room. Older editions of textbooks are on closed access; please ask a member of staff for assistance if you cannot locate a particular text.
- All legal textbooks have been classed using the Moys classification system according to their main subject area and will be shelved together.
- Irish acts and statutory instruments, most of the major law reports, Irish legal journals and other legal journals are also on open access in the Reading Room. Some law reports and legal journals are on closed access and should be requested from a member of Library staff.
- Reference material including legal dictionaries, English dictionaries and Foclóir Gaeilge-Béarla are located at the start of the textbooks.
- Recent issues of legal periodicals are on the Journal Display table in the Reading Room.
- When searching for a case or journal article you should firstly obtain a correct reference or citation, a useful starting point is the Cardiff Index to Legal Abbreviations www.legalabbrevs.cardiff.ac.uk or Raistrick’s *Index to Legal Citations and Abbreviations*, 4th edition, Sweet & Maxwell (2013).

Computer services, photocopying and printing

There are a number of computer terminals available for student use in the Reading Room. All terminals are equipped with internet access and Office365.

Shortcuts to the online resources and the library catalogue are on the desktop of each screen. Users are welcome to use their laptops; power points are situated under the tables and Wi-Fi is available within the Library.

There is also one dedicated terminal allocated for searching the online library catalogue.

Please be aware of other users and keep noise from all electronic devices to a minimum.

Two photocopier/printers are located in the Reading Room. These operate in conjunction with students' computer printing accounts. In order to photocopy or print, users must have credit on their Papercut account. A credit machine is located in the Entrance Hall of the Library Building.

Printing can be released using the card reader attached to the photocopier/printers or using the print release station.

To print to the copiers in the Reading Room, please select "LIBRARY-XEROX1" or "LIBRARY-XEROX2" from the drop down menu of available printers.

Photocopying costs 6c per page with use of own student card.

The cost of photocopying using the Library's card is 12c per page.

- Books and journals should be handled with care at all times, and particularly when photocopying.
- Please note that all photocopying and printing must be completed 15 minutes before Library closing time.
- Please note that all photocopying must comply with the provisions of the Copyright and Related Rights Act, 2000.

Inter Library loans




The Library of King's Inns is a registered customer of the British Library On Demand document supply service.

The purpose of this service is to enable students to have access to material not currently held by the Library. Students can access copies of articles, journals, reports, conference papers or borrow books from the British Library collection. Fees for this service are set by British Library On Demand.

Please contact a member of Library staff for further information or if you wish to avail of this service.

Electronic Resources

The Library subscribes to a wide range of electronic databases which provide students with remote access to Irish, English, European and international material. All material can be accessed through Moodle or using an individual user name and password which will be supplied.

Service	Coverage includes
 <p style="text-align: center;"><i>Access through Moodle</i></p>	<ul style="list-style-type: none"> ▪ Access to the full text of key Irish legal textbooks as well as a current awareness service. ▪ Irish property law incl. <i>Irish Land Law</i>, Wylie, 5th ed. (2013) ▪ Irish criminal law incl. <i>Criminal Legislation in Ireland</i>, O'Sullivan, 2nd ed. (2014); <i>Corporate Crime</i>, Horan (2011) ▪ Irish civil litigation incl. <i>Law of Torts</i>, McMahon & Binchy, 4th ed. (2013); <i>J.M. Kelly, The Irish Constitution</i>, Hogan, Whyte, Kenny & Walsh, 5th ed. (2018); ▪ Irish company law incl. <i>The Law of Companies</i>, Courtney, 4th ed. (2016); <i>Company Law</i>, Keane, 5th ed. (2016) ▪ Irish employment law incl. <i>Employment Law</i>, Regan, 2nd ed. (2017) ▪ Irish planning law ▪ <i>Murdoch and Hunt's Encyclopedia of Irish Law</i>
 <p style="text-align: center;">www.justis.com</p> <p style="text-align: center;"><i>Individual username & password</i></p>	<ul style="list-style-type: none"> ▪ Irish Reports (1838 onwards including pdf versions) ▪ Unreported Irish cases (1966 onwards through) ▪ Irish legislation (1998 onwards) ▪ European treaties, legislation, case law and the Official Journal ▪ Online legal research platform searching Irish, UK and EU case law and legislation. ▪ Acting as a citator it provides information on the relationship between cases. ▪ It details how cases have been treated – whether they have been followed, distinguished, relied upon. ▪ Information presented in easy to follow graphical format using precedent maps. ▪ It provides cross references to legislation and authorities from other common law jurisdictions.
 <p style="text-align: center;"><i>Access through Moodle</i></p>	<ul style="list-style-type: none"> ▪ Includes updates on all recently published judgments of the Irish superior courts (Supreme Court, Court of Appeal, High Court and previously the Court of Criminal Appeal) (From January 2011 onwards)

<p>Lexis[®]Library</p> <p>www.lexisnexis.com/uk/legal</p> <p><i>Individual username & password</i></p>	<ul style="list-style-type: none"> ▪ Halsbury's Laws of England ▪ Irish Reports (1919 onwards) ▪ Northern Ireland Law Reports ▪ UK law reports include: Law Reports from 1865 (AC, QB, Fam, Ch, WLR); All ER; Times Law Reports, English Reports, Family Law Reports [FLR] ▪ UK & international journals include: New Law Journal; Family Law Journal [Fam.L.J]; Child and Family Law Quarterly [C.F.L.Q.] <ul style="list-style-type: none"> ▪ UK legislation ▪ Legislation, case law and commentary from common law jurisdictions incl. Australia, New Zealand, Canada and the United States. ▪ E-books include: Common Law Series: <i>The Law of Contract; The Law of Tort; Duncan and Neill on Defamation</i>, 4th ed. (2015)
<p>Westlaw IE</p> <p> THOMSON REUTERS</p> <p><i>Access through Moodle</i></p>	<ul style="list-style-type: none"> ▪ Irish legal periodicals include: <i>Irish Law Times, Commercial Law Practitioner; Irish Criminal Law Journal; Irish Family Law Journal; Conveyancing and Property Law Journal; Bar Review</i> ▪ Consolidated Superior, Circuit and District Court Rules ▪ Irish Law Reports Monthly ▪ Current Awareness service <ul style="list-style-type: none"> ▪ Annotated and Consolidated Legislation ▪ Legislation Fastcheck service: provides details of legislative amendments ▪ E-books include: Clark: <i>Contract Law</i>, 8th ed. (2016); Delany & McGrath: <i>Civil Procedure in the Superior Courts</i>, 4th ed. (2018); McGrath: <i>Evidence</i>, 2nd ed. (2014)
<p>Westlaw[®]UK</p> <p><i>Individual username and password</i></p>	<ul style="list-style-type: none"> ▪ UK law reports include: Law Reports from 1865 (AC, QB, Fam, Ch, WLR); Criminal Appeal Reports; Criminal Appeal Reports (Sentencing); European Human Rights Reports; Business Law Reports ▪ UK journals include: Company Lawyer; Criminal Law Review; Cambridge Law Journal; Law Quarterly Review; Public Law. ▪ Legal Journals Index. <ul style="list-style-type: none"> ▪ UK legislation ▪ EU and international legislation, cases and commentary ▪ Current Awareness service ▪ E-books include: <i>Bullen & Leake & Jacob's Precedents of Pleadings</i>, 18th ed. (2015); Redfern & Hunter: <i>Law and Practice of International Commercial Arbitration</i>, 6th ed. (2015)

General Library Regulations

- No library book, periodical or other work, other than those designated for loan, may be taken from the Reading Room except on the authority of a Bencher of the Honorable Society of King's Inns.
- All Library users, with the exception of Benchers, must sign the attendance book.
- Students must not bring unauthorised visitors into the Reading Room, except on designated dates.
- King's Inns Library reserves the right to refuse admission.
- Users are **not** allowed to bring briefcases or bags of any description (including handbags, laptop bags/covers/sleeves) into the Reading Room. Please use the lockers provided for day by day usage in the Entrance Hall.
- Users who bring bags into the Reading Room will be asked to remove them immediately.
- No bottles or containers of ink or correction fluid, or any sharp objects, may be brought into the Reading Room.
- Students are permitted to have natural water in non-spill bottles in the Reading Room. No other drinks are permitted.
- Food of any type (including chewing gum) is strictly forbidden in the Reading Room.
- Smoking, including electronic-cigarettes, is prohibited in all areas of the Library Building.
- For the sake of other users, please be as quiet as possible in the Reading Room of the Library.
- All electronic devices should be used in a manner that does not cause any disturbance to other users.
- The use of mobile phones in the Reading Room for phone calls or voice memos is not permitted.
- All Library users must furnish proof of their identity if requested to do so by Library staff. In the case of King's Inns students, the King's Inns student I.D. card will be sufficient.
- All students must ensure that they have a current King's Inns student I.D card, please note that these are non-transferable.
- All borrowing transactions (issuing/returning/renewing) and all printing/photocopying must be completed 15 minutes before closing time.
- Students are requested to shut down their computers not later than 10 minutes before the stated closing time.
- A bell will be rung 15 minutes before closing time. Users are asked to leave the Library Building by the designated closing time.
- Any person who breaches Library regulations may be reported to the Council of King's Inns or the Benchers of the Society, or both, for appropriate action.

Rules updated September 2019

Library Staff

General Enquiries: library@kingsinns.ie

Telephone: 01 8782119

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