Hockney Library is located on the second floor of the David Hockney Building.

**Library Opening Times**

During terms times the library is open

<table>
<thead>
<tr>
<th>Monday - Thursday</th>
<th>8am - 8pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>8am - 5pm</td>
</tr>
</tbody>
</table>

**Borrowing Items**

Most items can be borrowed for 3 weeks, with some popular items for just one week – these have a yellow sticker on the spine. You can borrow a total of 20 items at any one time.

Use the self-service machines to borrow and return library items. You can also pay fines, renew items on loan and check your library account.

You will need your ID card number and PIN, which is set to your year of birth.

**Extending your loan**

You can renew your borrowed items as long as no one else has requested them. You can renew items by:

- logging into your library account from the Library Catalogue - click on Log in to your account and enter your ID card number and PIN; using a self-service machine in the Library; or telephoning the library during library opening hours (01274 438938).

**Fines**

You will be fined 10p a day for 3 week loans and 30p a day for 1 week loans if items are returned late or not renewed in time.

**What if I can’t find what I need?**

If the book is on loan, you can reserve a copy using the Library Catalogue. Click on the Request button next to the title. We will email you when the book has been returned and ready for you to collect. If the book or journal article that you require is not available in the library, it may be possible to order a copy for you using our Inter-library loan service. Request forms are available on the Inter-Library Loans Moodle site.

**Emails**

We send emails to your college email address to remind you of overdue books, to notify you when your reservations are ready to collect, and to correspond regarding inter-library loans you may have requested.

### Finding Items in the Library

The Library Catalogue is available online and lists all the books, e-books, journals and DVDs in the library. Search by author, title or a subject keyword. Any matching results will be displayed. You can then find out the following information: where the book is (the shelf mark); how long the book can be borrowed for; and whether a book is on the shelf or out on loan.

Books on the same subject will be located near each other. Look for the item on the shelves using the shelf mark.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Shelved At</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Learning</td>
<td>340</td>
</tr>
<tr>
<td>EU Law</td>
<td>341.2422</td>
</tr>
<tr>
<td>Public Law</td>
<td>342</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>345</td>
</tr>
<tr>
<td>Contract Law</td>
<td>346.02</td>
</tr>
<tr>
<td>Tort Law</td>
<td>346.03</td>
</tr>
<tr>
<td>Land Law</td>
<td>346.043</td>
</tr>
<tr>
<td>Equity and Trusts</td>
<td>36.059</td>
</tr>
<tr>
<td>English Legal System</td>
<td>349.42</td>
</tr>
</tbody>
</table>

Many law books are available on-line. You can access these from the Library catalogue. Put your topic in the search box and click on the Refine Your Search E-book link. Click on the book cover and enter your username and password at the prompt. You can read online or download the book for a fixed period.

### Databases

Library databases are collections of information that can searched online. Use these to search for Primary Sources of Law (cases, legislation) and journal articles.

The main law databases that you should use are Westlaw UK and LexisLibrary. Access these from Moodle (click on the link to Online Library), from links in your Moodle course pages, or from the Library Website, and log in using your College username and password.

For more information on what you can access from these databases, see overleaf.
Law Reports

Law Reports are the major source of case material. The majority of cases are not reported - only those significant legal interest. These cases signify a change or development in the law, clarify a difficult principle of law, or interpret legislation.

The Law Reports (AC, Ch, QB, Fam) cover all the major courts and began publication in 1865. They are the most authoritative source for reports of cases that constitute binding precedents in English law. They are available online via LexisLibrary and Westlaw UK.

The English Reports [ER] are a historical set of reports which comprises 176 volumes of reprints of the most significant decisions from 1220 to 1873. You can them via Westlaw, or in print in the Moot Court.

All England Law Reports [All ER] are a generalist series of law reports, published on a weekly basis from 1936. The All ER Reprint reproduces a selection of cases from 1558 to 1935 which are considered to be of lasting value. All ER is available in print in Hockney Library, and online via LexisLibrary.

Weekly Law Reports [WLR] are an important generalist series of full-text reports covering the law in England and Wales. They are published 45 times a year and are available online via Westlaw from 1953.

Encyclopedia

Halsbury’s Laws of England is an excellent starting point for legal research, providing a summary of the law in England and Wales. It is arranged by topic and illustrates the law with Acts, relevant cases, and legal definitions. Halsbury’s Laws is written by legal experts and is available in print or via LexisLibrary.

Legislation

All England & Wales legislation is now available online at legislation.gov.uk and includes both the original (as enacted) and any subsequent revisions. Library databases also hold legislation, as well as additional content such as related cases, journal articles and background so we recommend you use these.

Journals

Journals are academic or professional magazines which contain articles, reports and news stories, and are published regularly throughout the year. Journals are mainly available online, although the library takes CILEX and Law Society Gazette in print which provide the latest news and opinion from the legal profession.

Moodle

The library has a section in your Law Resources Moodle landing page. Click on the link to Library Resources and Support to access information, links and online tutorials.

Study Skills

skills4studycampus is an interactive online tutorial which will help you practice and improve your study skills: referencing; note making; presentations and exam skills.

Quiet Study Areas and Study Rooms

There is a quiet study area in the Library near the Library Desk.

There are also a number of study rooms that can be booked by students; these are on the 2nd, 4th and 5th floor of the David Hockney building.

The Study Rooms can be booked at the Library Information Desk where you will be issued with a room pass. Study rooms can be booked up to a week in advance, for up to two hours at a time.

Technology and Media

Technology and Media are on the 2nd floor of the David Hockney building. From here you can borrow digital cameras and camcorders. They also can provide access to a Digital Media Lab and Media Editing Suite.

IT Help Desk and Wifi

The IT Help Desk can also be found on the 2nd floor of the David Hockney building. From here you can borrow laptops for use in College and ask for help with password and IT problems.

Wifi is called Eduroam – log in using your college email and IT password.

Feel free to contact your Librarian for help:

Lakshmi Banner, Hockney Library
Email: l.banner@bradfordcollege.ac.uk
Phone: 01274 43 3112

Academic Librarian Support :

Staff at the Library Helpdesk on Floor 2 of the David Hockney Building are also available to assist you with any enquiries that you may have.

General email: askalibrarian@bradfordcollege.ac.uk

Useful Links

Library webpage :
https://bradfordcollege.ac.uk/student-services/library-services

Library catalogue :
http://librarycatalogue.bradfordcollege.ac.uk

Moodle : moodle.bradfordcollege.ac.uk