

Institute of Maritime Law Library
L.LM and L.LB. Student Access Rules 2017

1. Students may be allowed access to the Institute Library but only on the basis of proven need. The Library is not available to students as a convenient place to work or to consult materials available elsewhere in the University.
2. Students are admitted only for the purpose of checking references, making notes and copying material not otherwise available.
3. No student will be admitted without having filled in the electronic access form available on IML website and sent for academic signature/approval.
4. Owing to severe restrictions on space, only 10 students can use the Library at any one time.
5. No material may be removed from the Library in any circumstances.
6. No bags or coats may be taken into the Library. The Institute of Maritime Law can accept no responsibility for student belongings or valuables.
7. No food or drink to be taken into the Library.
8. Students will only work in Room 2043. The Librarian will collect items required from Room 2045 which must be returned to the Librarian for reshelving.
9. Subject to the discretion of the Librarian, and to the need of Institute of Maritime Law members and staff, a photocopier is available in Room 2035 for student usage. IML staff have priority and students must give way to a request from a member of staff if asked to do so.
10. There is one computer in Room 2043 which is dedicated for access to the Library Catalogue and Secondary Materials Database of the Institute of Maritime Law. No computer disk or USB stick may be inserted in the drives unless it has been checked as virus free.
11. Use of mobile phones is not permitted. If you need to use a mobile phone please take it away from the Library and Offices so as not to disturb other Library users or IML staff.
12. The Library Rules must be observed. The Librarian may expel any student who appears to be abusing the system. The prime rule is that "Silence is golden": students are reminded that the Library is a place for research and not as a meeting place for a chat with friends.
13. If the Librarian is away ill or on leave the Library will be closed to student access. While the Institute of Maritime Law staff will make every effort to provide supervision by other IML staff there is no guarantee that the Library will be open on a particular Tuesday. If staff are unavailable then the Library will be closed, irrespective of any bookings.
14. Admission to the Library is not a right. Students are reminded that the concession may be withdrawn at any time and that this course of action has had to be taken in previous sessions on the discovery of serious losses from the Library.