**Library information in a nutshell**

September 2018

**LIBRARY INFORMATION**

**Circulation Desk:** 416-736-5206

**Reference Desk:** 416-736-5207

**Email:** [library@osgoode.yorku.ca](mailto:library@osgoode.yorku.ca) for general inquiries, [lawref@osgoode.yorku.ca](mailto:lawref@osgoode.yorku.ca) for assistance with research.

**Law Library website:** <http://www.osgoode.yorku.ca/resources-and-services/library/>

Here you can find information about library services, hours, electronic resources and research guides.

**LIBRARY PRIVILEGES**

**Library Card**

Your YU-card is your library card. Please present it every time you check out library material at the self-checkout machine or at the Circulation Desk.

**Loans**

You can borrow up to **80 items** from the regular collection (lower level) at a time. The loan period for JD students is **14 days** and **100 days for** graduate students. Titles in the **Core collection** (upper level) can be borrowed at any time during the day until closing the following day. Titles in the **Reserve collection** (kept behind the Circulation desk) can be borrowed for 3 hours. Please provide a call number to the Circulation staff.

Please note that all loans for books in the regular collection are subject to recall if another user needs to use the book; you will receive an email notification and you are required to return it within 2 weeks of the date of notification to the library’s Circulation Desk.

Loans can be renewed online from the [York library home page](https://www.library.yorku.ca) under **Ask & Services;** **Borrow, Renew, Return** or in person at the Circulation Desk.

Materials in the **Core collection** and **Reserve collection** cannot be renewed.

Fines are applicable if you don’t return library materials on time. Fines are $**0.50 per** day for books from the regular collection, **$15 per day** for books in the Core collection, and **$3 per hour** for books in the Reserve collection.

**Printing, Photocopying & Scanning**

Printing is available from your laptops. Print release stations are available on both floors of the library. You will need to swipe your YU-card to release your print jobs. Black and white printing costs 10 cents a page, and double-sided printing is charged as two pages. Colour printing is available on the lower level printer.

The photocopying machine is in the Copy Room on the Lower Level of the library, and copies are 10 cents a page.

Scanning is available on the library’s Upper and Lower Levels

**Interlibrary Loans**

If the library does not have what you’re looking for, you can request a copy from another library using the online **RACER** system: <https://www.library.yorku.ca/web/ask-services/borrow-renew-return/racer-interlibrary-loan/>

**LIBRARY RESOURCES**

**Library Catalogue**: <http://www.library.yorku.ca/web/>

The library catalogue gives you access to information about all library resources, both print and electronic. You can also place holds and renew library materials that have been checked out.

**Osgoode Library eResources**: <http://www.osgoode.yorku.ca/resources-and-services/library/resources/eresources/>

This page provides an alphabetical and topical listing of all Law Library electronic resources.

When accessing the eResources remotely, you will be prompted to log in with your **Passport York** accountuser ID and password. More information is available at <https://www.library.yorku.ca/web/ask-services/computing/off-campus-access/>

Note: Past JD exams are available on the [MyOsgoode](https://ozdomapp1.osgoode.yorku.ca/myosgoode.nsf/myosgoodemain.xsp) page. Log in and then click on the JD Students tab. Click on 'Exams and Assignments' and then 'Exam Archive'.

**Research Guides**: <http://researchguides.library.yorku.ca/content.php?pid=220564>

The research librarians have prepared guides on various subjects to assist you with your research.

**LEGAL DATABASE ACCOUNTS**

**Lexis Advance Quicklaw:** Toregister complete the form at <https://signin.lexisnexis.com/lnaccess/UserRegistration?regCode=db74vgx>

**WestlawNext Canada:** If you have not yet received a Westlaw Registration Key please ask at the Reference desk.

**Lexis Advance Quicklaw** and **WestlawNext Canada** (Canadian content only)are also available without a password under **Quick Links** on the [Law Library home page](https://www.osgoode.yorku.ca/resources-and-services/library/library-services/circulation-borrowing/).

For more information please see the [Online Services](http://researchguides.library.yorku.ca/c.php?g=679585) Research guide.