Finding books and e-books in the library

This guide is aimed at law students and will help you find a book or an e-book in the library when you have a reference (e.g. on your reading list). You may also want to look at www.brookes.ac.uk/library/subject-help/law/books-and-ebooks/

Getting started

The following two references are used as examples throughout this guide. The first is simply a reference to a book, but the second refers to a specific book chapter.


To find an online reading list or use LibrarySearch (both are described below) you can start from the library homepage: https://www.brookes.ac.uk/library

Using online reading lists

All law reading lists are available on the library’s reading list system. Use the reading list tab in the search box and search by module number or name. If you click on the title of any book or e-book in these reading lists you will see live information showing where in the library you can find this book and how many copies are available.
Using LibrarySearch

To find books and e-books, you will need to use LibrarySearch. On the library homepage (www.brookes.ac.uk/library) look for the search box and select the ‘books and e-books’ tab.

![LibrarySearch interface](image)

There are also dedicated PCs around the library, including in the Help Zone, where you can search the catalogue. You do not need to type in the full title of the book – just use enough words to make the search precise. For instance, the words *family* and *law* together would return a huge number of results, whereas *family* and *feminist* would return a much shorter list of results, making it easier to spot the book you need.

If even the full title gives you too many results, try putting the author or editor’s surname in the search box as well.

Remember, even if it’s a chapter you’re trying to find, you need to search for the *book title* not the chapter title.

If you get a long list of results you may want to use the filters down the left hand side – maybe to narrow your results down to books from the last 5 years.

If there is a copy available, make a note or take a photo of the shelfmark number.

3. **Feminist perspectives on family law**
   
   by Alison Diduck, Katherine O’Donovan

   ![Cover image](image)

   Examining specific areas of family law from a feminist perspective,

   Held by: Oxford Brookes University

   ![Available label](image)

   Headington Standard Loan 346.015 FEM

Finding print books in the library

In the Headington library, the books are on levels 2, 3 and 4. As you move up the building, the shelfmark numbers get higher. The majority of law books are on level 2, but you may find useful books in any section of the library.

Use the library floorplans or the numbers on the end of the shelf bays to find your way to the right section. The staff in the Help Zone can help if you’re stuck. You can pick up a floorplan from the table by the Welcome Desk.

Books on similar topics are arranged together on the shelves. So, next to the book from your reading list you might find other useful books on the same subject.
Using short loan

When you look a book up on the catalogue it might have the words short loan in the location. This is an area next to the Welcome Desk on level 1 of the Headington library where high demand books are kept. The books are arranged in shelfmark order in the alcove at the back of the short loan room.

If you want to borrow a short loan book you need to use the self-issue machine in the short loan room. Fines are higher than normal books, so make sure you know when your loans are due back!

Finding and using e-books

We have an extensive range of e-books that can be used both on and off campus. Searching for e-books on the catalogue works exactly the same as searching for print books. Click on the green ‘view ebook’ button to read the book online.

1. Learning legal skills and reasoning
   by Sharon Hanson (Law teacher).

We use several different e-book platforms so do ask for help if you are unsure how to best navigate and use e-books. You may also want to look at https://www.brookes.ac.uk/library/resources/e-resources/finding-e-books/

Placing a hold

If you want to read a book that is on loan to another student, or you want to read a book from another Oxford Brookes campus you can place a hold on the book. To do this click on the book’s title to open up a right hand pane with more information about the book. You should see a green ‘place hold’ button. You’ll need to log in with your student number and password, and specify which campus you want to collect the hold from. You’ll get an email letting you know when the book is ready to collect.

Getting help and finding out more

More online information can be found on the Law help pages, at www.brookes.ac.uk/library/subject-help/law

If you need any help with finding or using library resources for law please contact Charlie Brampton (Academic Liaison Librarian for Law) using the contact details below.

Email: c.brampton@brookes.ac.uk
Tel: 01865 483077

Headington Library, JHB 310 (Level 3, Zone C)
Oxford Brookes University.

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