This is not an Official publication by the University of Johannesburg.

The purpose of this guide is merely to assist the students with the use of the UJ Law Library on the Auckland Park Campus
# Table of Contents

Introduction...................................................................................................................... 1  
The Rules of the Library.................................................................................................................. 1  
   General Rules .............................................................................................................................. 1  
   Reserve Shelf Rules .................................................................................................................... 1  
   Computers Rules ...................................................................................................................... 1  
The Law Library Layout.............................................................................................................. 2  
   Law Information desk and Reserve Shelf .................................................................................... 3  
   Display Shelf ................................................................................................................................. 3  
   The Shelves .................................................................................................................................. 3  
   Librarian Offices .......................................................................................................................... 3  
   Printers .......................................................................................................................................... 4  
   LLM and LLD (Postgraduate) Rooms ........................................................................................... 5  
Contact Information..................................................................................................................... 5  
   The Law Library Assistants: ........................................................................................................ 5  
   Our Law Librarians: ..................................................................................................................... 6
Introduction

The Law Library is a wonderful place filled with the knowledge of brilliant academic minds. We, the Law Library Staff, encourage you to embrace the library and everything within it.

We are friendly and helpful. If you have a problem ask away.

The Rules of the Library

The rules are simple. It ensures that everyone has the same opportunity and encourage studying. Please follow them.

General Rules

1. The library is a QUIET study area. Shhh…
2. Do not move the furniture. They are comfy in their place.
3. NO eating and drinking. We’re not monsters though, you are welcome to drink water.
4. The display area is there for your benefit. Please don’t sit there.
5. The books may be used as you please. But:
   a. They may never leave the floor.
   b. Once you are done with them place them on the trolley at the Law Information Desk or the trolley at the back of the library. We need to take them home.
6. For any printing or copying assistance please contact Konica Minolta.
7. Although we trust our friends and colleagues, “the Borrowers”\(^1\) can never be trusted. Don’t leave your possessions unattended.
8. Put your phone on silent. We’re training you for court. (Support the Court)

Reserve Shelf Rules

1. Ask the assistant(s) to give you the book.
2. We have no time limit. You may use the book for as long as necessary.
3. Remember to sign out the book, and sign it back in. Think of this as the end of your responsibility for the book.

Computer Rules

1. The computers are only to be used for legal research and typing of legal assignments.
2. Be careful. Social media will result in you being asked to leave.
3. NO eating or drinking at the computers.
4. The computers next to the librarians’ office may only be used for 15 minutes.
5. There should only be one person at a computer.

\(^1\) The Borrowers by Mary Norton (1952).
Law Information desk and Reserve Shelf

Meet the friendly assistants. They are senior law students and will help you with any law library query.

Here you will also find the Law Reserve Shelf. These are the books placed on reserve that are heavily used such as prescribed books for the LLM courses, legal and language dictionaries, exam papers, unbound copies of the SA law journals and SA law reports and legal research aids. When you use these books you have to sign them out in the folder available on the desk.

Yes, these books have no time limit. You may use them for as long as you like, as long as they (and you 😊) remain on level 6. You can even make copies, just remember to do so within the limits of the Copyright Act 98 of 1978.

Display Shelf

The displays are a visual representation of current events, holidays and law related matters. It’s a great way to calm your mind while working since you can admire our aesthetically pleasing, law related displays as a positive distraction before doing your academic work.

Rules with the Displays

- You can look but you can’t touch.
- We all have freedom of expression but don’t express that creativity on our displays. Vote no for vandalism.
- Don’t be an eager beaver and use the books on display. They’ll be on the shelves soon enough :)
- #DontBeClumsy. Please keep your drink away from our displays.
- This is Steve. Steve steals displays. Don’t be like Steve.

The Shelves

The arrangement of books in the law library makes them accessible and usable by library patrons. The books in the library are grouped together in terms of the area of law. This means, for example, that all the Law of Persons books will be grouped together and they can be found under REA.

Rules of the shelf

In a busy library, shelving is a never-ending and seemingly, thankless task. If materials are misplaced or never reshelved, locating information would be impossible.

To ensure that the library material is accessible and usable, kindly adhere to the following rules:
1. Do not sit in between the shelves (The books might fall. Ouch!). Rather sit at the tables.
2. Do not shelve books you have used. Each book has its own happy place. The assistants will make sure that the book finds its home.
3. When you are done using a book, please put the book on the trolley (located at the law info desk or the trolley at the back of the library). It’s their journey home!
4. Do not damage the materials.
5. Do not sit on the footstools. It is there to assist you to reach the top shelves.

Librarian Offices

Although our law librarians are excellent in what they do, the first point of assistance is the assistant at the law information desk who are well equipped to assist you with any law library related queries. In exceptional circumstances their expertise are consulted.

Meet the Law Librarians:

Mrs Van Zyl

Meet the lady who is responsible for keeping you WOKE®, with her around you don’t have to worry about FOMO². Mrs Van Zyl ensures that our library remain up to date with the latest books.

Ms Catrin

Meet the law library computer geek,³ she is responsible for the making as well as the updating of all our libguides, as well as information training…

With our two law librarians “information overload” won’t exist in your vocabulary.

Printers

The printers can be found next to the Display Shelf which also houses the new books. Konica Minolta deals with any printer queries and can also show you how to print. There is a dedicated staff member of Konica Minolta on level 6. If for whatever reason you need help and there is no one to assist you, please ask at the Law Information Desk for a Konica Minolta staff member to be called.

² Fear of missing out.
³ A person who is dedicated to and involved with technology.
Konica Minolta staff is situated next to the lifts on Level 1 of the library. They can be contacted at:
   Tel: 011 559 2184

**LLM and LLD (Postgraduate) Rooms**

These rooms are located at the back of the library as set out on the [map](#) above. They are also reserved for LLM and LLD students specifically.

The rules:

1. Keys for the research rooms must be obtained from the gatekeeper i.e. the law information desk at the front.
2. Here on Level 6 we like the idea of collecting possible future autographs, so please remember to sign the register before you walk away with the key.
3. All research rooms may only be used for a maximum of 2 hours at a time – about the same amount of time the average person requires a bathroom break.
4. Re-booking of the room on the same day is possible however should another student have booked directly after your usage you may either:
   a. Make a new friend and share the room or;
   b. Book after their allotted 2 hours.
5. Please DO NOT leave any books in the research rooms – they get lonely.
6. NO EATING OR DRINKING (besides water) is permitted in the research rooms – Gandhi once went 21 days without food, YOU WILL SURVIVE.
7. Please return the keys once you are done – nobody wants to play “Where’s Wally – Keys Edition”.

**Contact Information**

You can phone or email the team at the library at:

**The Law Library Assistants:**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Monday to Friday</th>
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<tbody>
<tr>
<td>08:00-22:00</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>08:00-15:00</td>
</tr>
</tbody>
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This is subject to change during winter and summer break, as well as exams.

Tel: 011 559 2593  
Email: [lawlic@uj.ac.za](mailto:lawlic@uj.ac.za)
Our Law Librarians:

Mrs. Lizette van Zyl

Hours: Monday to Friday
07:30 – 16:00
Tel: 011 559 3188
Email: lizettevz@uj.ac.za

Mrs. Catrin Ver Loren Van Themaat

Hours: Monday to Friday
08:00-16:30
Tel: 011 559 3193
Email: catrinv@uj.ac.za

Please note that the Library is closed on Sundays and public holidays! Even the law library staff have to rest.

Hope you have a memorable experience when visiting the law library.

It is your home away from home (after all)!