LEGAL SKILLS

LAW LIBRARY ORIENTATION & DATABASE TRAINING

When: Monday (18 February 2019) – Monday (25 February 2019)

Where: Law Library (Level 6), APK Library and APK Training Room (Level 2)

Modules: 2 Modules (Attend both)

Module 1: Law Library Orientation Module for Legal Skills
Monday 18 February 2019 – Thursday 21 February 2019

Module 2: Faculty Subject Guide & Database Training Module for Legal Skills
Monday 18 February 2019 – Monday 25 February 2019

Module 1 must be attended first and thereafter
Module 2 must be attended as well

PLEASE BRING YOUR DEVICE WHEN YOU ATTEND Module 1
(Preferably a tablet, iPad or laptop but alternatively a smart phone)
If you do not have a device, please bring a pen.
Procedure for signing up at the Law Information Desk in the Law Library (Level 6)

1. Signing up **starts on Monday, 11 February 2019** in the Law Library (Level 6) for both modules. Please ask for assistance at the Law Information Desk.

2. We start filling up the sessions from session 1 and then continue to session 2 (based on your timetable).

3. Before signing up on the sign-up form you need to consult your class timetable and scheduled tutorials. Give yourself at least 15 minutes after your last class ended and 15 minutes before your next class starts to ensure that you attend the whole module.

4. Sign up for each of the two training modules individually.

5. For Module 1 (Law Library Orientation) students must sign up in groups of 5. Once you have signed up, you cannot attend another session or change your group. For Module 2 (Database Training) students must sign up in groups of 20. If you have limited experience with using a computer, please sign up for a module for students with limited experience. More assistance will be given during these sessions. If you are fully computer literate, sign up for the modules indicated as such, where the pace will be faster.

6. You need a pen to sign-up for your chosen orientation module.

7. Make a note of your module or take a picture of the time slot.
Procedure for attending the Law Library Orientation Module (module 1)

1. **Arrive** at least 15 minutes before the training module starts at the Law Library (Level 6)
2. Fill in your **name and student number** on the **attendance register** provided. Your name will be **checked** against the sign-up sheet. After the training module the forms will be scanned and sent to Dr Hall as proof that you attended the training. This is an easy way to **gain 5 marks** towards your semester mark!

Assignment for the Law Library Orientation Module (module 1)

1. Students will complete the Assignment **on the floor (Level 6)** whilst doing the **Treasure Hunt** (Preferably electronically but students without a device will complete it by hand)
2. The duration of a training session is 45 minutes (Have an hour available for this part of the training)
3. All assignments will be submitted at the end of the training session
4. After completing the assignment, you also need to fill in the **evaluation form**
Law Library Orientation: Module 1
Welcome to the Law Library

To introduce the Library we are going to play a game. In this game you will explore the library with your group of fellow students. Use the link on Blackboard or the QR code at the Law Information Desk to get the quiz that will guide you through the library. This is the first part of your library orientation and also the first part of your test.

What you will need:
1. A group of 5 students
2. Preferably a smart device (phone or tablet) per student
Assistant will be available to help you when necessary. But remember, they will not give you the answers to the quiz.

**Take note:**
Teams have 45 minutes to finish their quiz. Marks will be awarded for attending the Law Library Orientation. A mark can also be deducted for some of the reasons set out below. Remember the Rules of the Law Library should always be followed.

Marks will be deducted, whilst completing this game, for the following:
1. Making noise (one of the rules of the library should always be followed)
2. Removing books or signs from the shelves
3. Going over the time limit.

Good Luck and have fun!
Procedure for attending the Faculty Subject Guide & Database Training Module (module 2)

1. **Arrive** at least 15 minutes before the training session starts at the Law Library (Level 6)
2. Fill in your **name and student number** on the **attendance register** provided. Your name will be **checked** against the sign-up sheet. After the training session the forms will be scanned and sent to Dr Hall as proof that you attended the training session. This is an easy way to **gain another 5 marks** towards your semester mark!
3. After the session you also need to complete the **evaluation form**.

Assignment for the Faculty Subject Guide & Database Training Module (module 2)

1. After the training session, students will complete and submit the assignment.
2. The assignment can be completed on your own device or on the Law Library Computers (Level 6)
NO ADDITIONAL sessions will be scheduled after Monday, 25 February 2019.
Ad hoc group training sessions will be conducted during the year (after the scheduled law library orientation sessions were completed)

1. Students who need **additional assistance** during the year should sign up at the Law Information Desk

2. Sign up for group sessions of **no less than 3 students** at the Law Information Desk

3. Indicate your training need, for example how to find a case, how to find a statute, how to find a journal article or difficulty in searching the databases

The Law Library is your laboratory – the Law Library staff encourages you to ask for assistance. Make the most of it!
HOW TO GET TO YOUR one-stop-shop FOR LEGAL RESEARCH

Library Resources

- Databases
- UJ Library Catalogue
- Course Reserves
- Online Exam Papers
- UJ IR (Institutional Repository)
- Special Collections
- New books

- Faculty Subject Guides
- A to Z Journal List
- SA Online Newspapers (PressReader)
- Library - E-book Online Display
- Open Access eTextbooks and eBooks
- UJoogle
- Research output, Theses & Dissertations (UJ)

UJ Library LibGuides per Faculty

- Art, Design & Architecture
- College of Business & Economics
- Education
- Engineering & the Built Environment
- Health Sciences
- Humanities
- Law
- Science
Quick Law Library Orientation Sessions offered

Sign up at the Law Information Desk in the Law Library (Level 6)

1. Quick law library orientation sessions starts on Monday, 11 February 2019 in the Law Library (Level 6). Please ask for assistance at the Law Information Desk.
   2. Sessions will be offered in groups (up to 15 students) for 15 minutes on the hour (e.g., 9h00 – 9h15, 10h00 – 10h15) based on your timetable.
   3. Voluntary attendance, but attending will give you a head start when you have to complete the treasure hunt assignment.
When in doubt, go to the UJ Law Library.