Law Section Guide
Run Run Shaw Library
2016/2017
GENERAL INFORMATION

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3/F, Academic 1
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# LIBRARY OPENING HOURS

<table>
<thead>
<tr>
<th></th>
<th>Opening Hours&lt;sup&gt;5&lt;/sup&gt;</th>
<th>Law Reference Desk Service Hours&lt;sup&gt;6&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term Time&lt;sup&gt;1&lt;/sup&gt;</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>08:30–23:00</td>
<td>08:30–22:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>08:30–23:00</td>
<td>08:30–19:00</td>
</tr>
<tr>
<td>Sunday</td>
<td>08:30–23:00</td>
<td>12:00–18:00</td>
</tr>
<tr>
<td>Public Holidays&lt;sup&gt;2&lt;/sup&gt;</td>
<td>08:30–23:00</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>4 Weeks Prior to Revision Periods</strong> (Semester A &amp; B Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>08:30–01:00</td>
<td>08:30–22:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>08:30–01:00</td>
<td>08:30–19:00</td>
</tr>
<tr>
<td>Sunday</td>
<td>08:30–01:00</td>
<td>12:00–18:00</td>
</tr>
<tr>
<td>Public Holidays&lt;sup&gt;2&lt;/sup&gt;</td>
<td>08:30–01:00</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Revision and Examination Periods&lt;sup&gt;3&lt;/sup&gt;</strong></td>
<td>Access is restricted for some categories of users during revision and examination periods.</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>24 Hours</td>
<td>08:30–22:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>24 Hours</td>
<td>08:30–19:00</td>
</tr>
<tr>
<td>Sunday</td>
<td>24 Hours</td>
<td>08:30–17:00</td>
</tr>
<tr>
<td>Public Holidays</td>
<td>24 Hours</td>
<td>08:30–17:00</td>
</tr>
<tr>
<td><strong>Breaks&lt;sup&gt;4&lt;/sup&gt;</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday &amp; Friday</td>
<td>08:30–23:00</td>
<td>08:30–20:00</td>
</tr>
<tr>
<td>Tuesday to Thursday</td>
<td>08:30–23:00</td>
<td>08:30–18:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>08:30–23:00</td>
<td>08:30–17:00</td>
</tr>
<tr>
<td>Sunday</td>
<td>08:30–23:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Public Holidays&lt;sup&gt;2&lt;/sup&gt;</td>
<td>08:30–23:00</td>
<td>Closed</td>
</tr>
</tbody>
</table>

1. Excluding the four weeks preceding the Student Revision Periods of Semester A and B.
2. The Library will be closed on the following days: January 1st, December 25th and the first three days of Lunar New Year.
3. During the Revision and Examination Periods of Semester A and B, selected areas of the Library will open 24 hours. However, the Library will be closed at 23:00 on the last day of the Examination Period.
4. Excluding Easter Breaks.
5. Only CityU staff and students (including SCOPE smartcard holders) can stay beyond 23:00 on the University campus. External users will be invited to leave by 23:00. Users left behind may be subject to ID checks.
6. For details about the opening hours of other library service counters, please refer to the web page of Service Counters.
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Introduction

Welcome to the Law Section of the Run Run Shaw Library!

The Law Collection, established in 1988, consists of over 125,000 volumes of law reports, statutes, periodicals and monographs. It also features two special collections, namely, the English Law Special Collection and Chinese Legal History Special Collection. Also available are a variety of electronic and non-print legal materials. The Section is located in the Purple Zone of the Library and has about 450 seats. There are meeting rooms for faculty members and students. The Section is equipped with different kinds of workstations, network printers and photocopier. Users can access to various wireless LAN services.
Arrangement of the Law Collection

Collections in the Quick Reference Area

The major Hong Kong and UK reference materials are shelved in Quick Reference Area Stack A–D:

Hong Kong Law—Stack A–B

a) Case laws and legal encyclopaedias—Stack B:

- Addison’s Digest of Hong Kong Civil Case Law
- Addison’s Digest of Hong Kong Criminal Case Law
- Basic Law & Human Rights Bulletin
- Consolidated Index to All Reported Hong Kong Decisions
- District Court Law Reports
- Hong Kong Case Citator
- Hong Kong Cases
- Hong Kong Conveyancing and Property Reports
- Hong Kong Court of Final Appeal Reports
- Hong Kong Criminal Law Reports
- Hong Kong Current Law
- Hong Kong Family Law Reports
- Hong Kong Inland Revenue Board of Review Decisions
- Hong Kong Lands Tribunal Law Reports
- Hong Kong Law Digest
- Hong Kong Law Reports
- Hong Kong Law Reports and Digest
- Hong Kong Law Reports Consolidated Index
- Hong Kong Law Yearbook
- Hong Kong Public Law Reports
- Hong Kong Tax Cases
- 香港中文判案書與英譯本彙編 Hong Kong Chinese Law Reports & Translations


b) Statute laws—Stack A & B:

- The Laws of Hong Kong, current legal supplements of the Government of the HKSAR Gazette (Stack A)
- Annotated Ordinances of Hong Kong (Stack B)

English Law—Stack C

- Atkin’s Court Forms
- Civil Procedure
- Current Law Statutes Annotated (Library’s copy updated to 2011)
- Current Law Year Book / Monthly Digest / Legislation Citators / Case Citator (Library’s copy updated to 2011)
- Digest, The
- Encyclopaedia of Forms and Precedents
- Halsbury’s Laws of England
- Halsbury’s Statutes of England and Wales (Library’s copy updated to 2014)

Dictionaries

Stack E: English legal dictionaries, Chinese legal dictionaries, general dictionaries
Law Books

Law books in this Library are shelved by the Library of Congress Classification Scheme. An outline of the scheme for law materials and their designated shelves are as follows:

<table>
<thead>
<tr>
<th>LC Class</th>
<th>Subject</th>
<th>Law Electronic Compact Shelves Stack No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>JX</td>
<td>International Law (see also KZ)</td>
<td>1</td>
</tr>
<tr>
<td>K</td>
<td>Law (General)</td>
<td>1–6</td>
</tr>
<tr>
<td>KD</td>
<td>Law of the United Kingdom and Ireland</td>
<td>6–11</td>
</tr>
<tr>
<td>KE</td>
<td>Law of Canada</td>
<td>11–12</td>
</tr>
<tr>
<td>KF</td>
<td>Law of the United States</td>
<td>12–14</td>
</tr>
<tr>
<td>KJ–KKZ</td>
<td>Law of Europe</td>
<td>14</td>
</tr>
<tr>
<td>KLA–KLW</td>
<td>Law of Eurasia</td>
<td>14</td>
</tr>
<tr>
<td>KM–KPW</td>
<td>Law of Asia</td>
<td>14–21</td>
</tr>
<tr>
<td>KNN</td>
<td>Law of China (Pre-PRC)</td>
<td>14</td>
</tr>
<tr>
<td>KNP</td>
<td>Law of Taiwan</td>
<td>14–15</td>
</tr>
<tr>
<td>KNQ</td>
<td>Law of the PRC</td>
<td>15–19</td>
</tr>
<tr>
<td>KNR &amp; KYQ</td>
<td>Law of Hong Kong</td>
<td>19–21</td>
</tr>
<tr>
<td>KQ–KTZ</td>
<td>Law of Africa</td>
<td>21</td>
</tr>
<tr>
<td>KU &amp; KYT</td>
<td>Law of Australia and New Zealand</td>
<td>21–22</td>
</tr>
<tr>
<td>KZ</td>
<td>International Law (see also JX)</td>
<td>22</td>
</tr>
</tbody>
</table>

*More books on the Pre-PRC Chinese law are kept in the Chinese Legal History Special Collection.*
**Statutes and Law Reports**

They are kept at the Law Section electronic compact shelves, Stack no. 23–28.

The law reports of multi-jurisdictions are shelved alphabetically by title preceding the statutes / law reports of single-jurisdiction, which are shelved alphabetically by jurisdiction, then subdivided in this order:

1) Legal encyclopaedias, digests, citators, etc.—arranged alphabetically by title
2) Statutes—arranged alphabetically by title
3) Law reports—arranged alphabetically by title. For each title with subscription, the current issues are shelves after the past issues.

A note on the print version of the law reports. Some law reports with online versions are kept at Library’s Shatin Storage. To access the online version, search in the Library Catalogue and follow the hyperlink of the respective title to use it. If the print version is still preferred, go to the cataloguing record of the print law report, click on the “Request” button and select the issues required. They will be transferred back to the Kowloon Tong campus. Pick up is at the Circulation Counter.

**Law Periodicals & Yearbooks**

**English language materials**

They are shelved alphabetically by title in two areas. **Past issues in bound volume** are kept in the Law Section electronic compact shelves, Stack no. 28–31. **Current issues** are kept in the periodical racks located near the photocopier.

**Chinese language materials**

They are shelved by stroke number in two places. **Past issues of Chinese law journals in bound volumes** are shelved in the Law Section electronic compact shelves, Stack no. 31–32. **Current issues** are kept in the periodical racks located near the photocopier.

Print law journals and yearbooks with online version are kept at the Shatin Storage. To use the online version, search the journal in the Library Catalogue.
and follow the hyperlink to use it. If the print version is required, look it up in the Library Catalogue, go to the cataloguing record, and click the “Request” button there. The journal issue you selected will be transferred back to the Kowloon Tong campus. Pick up is at the Circulation Counter.

**Media Resources**

There are about 500 titles of non-print materials, covering a diverse range of legal subjects from advocacy, civil evidence to international mooting. They are kept in the Media Resources Collection or the Shatin Storage.

**Course Reserves**

Essential reading materials recommended by teachers for particular courses are placed in the Semi-closed Collection. They bear the location code “Reserve (Semi-closed)” on the Library Catalogue and are available for use for 5 hours or 1 day.

**CityU Examination Papers, Dissertations and Theses**

CityU examination papers are kept in the Semi-closed Collection; the online version is accessible by current CityU staff and students from the Library Catalogue under “CityU Examination Papers Database”. For PCLL or LLM (Renmin University) examination papers, please refer to the “Law Reference Desk” section of this Guide.

The Library also keeps CityU research postgraduate and professional doctorate degree theses, as well as selected CityU taught postgraduate degree dissertations. The print copies are housed in the Reference/Research Collections Room on 2/F of the Library. To look up the online dissertations and theses, search in the Library Catalogue or access the CityU Theses Online website, [http://www.cityu.edu.hk/lib/digital/thesis/index.htm](http://www.cityu.edu.hk/lib/digital/thesis/index.htm).
## Special Collections

The English Law Special Collection, established in 1987, aims to promote academic and research interest in the history of English and Commonwealth legal systems and the Anglo-American legal culture. The Collection consists of about 1,800 volumes with a significant number of titles published from the 16th Century to the 19th Century. It is located in the Shatin Storage.

The Chinese Legal History Special Collection, launched in May 1998, aims to serve as a resource base for academic study and research on Chinese legal history. It consists of more than 3,180 volumes of books. The scope of the Collection is pre-1949 Chinese law. Its focus is on the period from the Qing Dynasty (1644–1911) to the Republic (1912–1949) with geographical emphasis on Hong Kong, Macau and Guangdong Province. This collection is kept at the Law Section.

To use the law special collections, please enquire at the Law Reference Desk.

## Law Electronic Resources

### Legal Database Subscriptions

The Library subscribes to 21 online and 14 CD-ROM legal databases. The databases include statutes, law reports, digests, forms, practice notes, drafting aids, law reviews, journal indexes and other secondary sources. A list of the electronic legal databases with details on coverage and access is available from this Library web page, [http://www.cityu.edu.hk/lib/collect/law/subjres/lawdb.htm](http://www.cityu.edu.hk/lib/collect/law/subjres/lawdb.htm).

Here are some highlights of our subscriptions:

- *Cambridge Journals Online*
- *Casetrack*
- *China Law & Practice*
- *Collected Courses of the Hague Academy of International Law*
- *Criminal Justice and Public Safety in Video*
• Eighteenth Century Collections Online: Law Module
• HeinOnline
• i-law (selected titles)
• Investment Claims
• KluwerArbitration
• Lexis HK
• Making of Modern Law: The Legal Treatises 1800-1926
• Max Planck Encyclopedia of Public International Law
• Oxford Journals Online
• pkulaw (English version of 北大法宝)
• Practical Law
• United Nations Treaty Collection
• Westlaw Asia
• Westlaw China 萬律
• Westlaw Next
• World Intellectual Property Report
• WorldTradeLaw.net Dispute Settlement Commentary Service
• 中国期刊全文数据库 China Academic Journals Full-text Database
• 中国資訊行 INFOBANK
• 巨靈財經資訊系統
• 北大法宝
• WiseNews—a non-law database, yet it is a useful electronic clipping service that provides quick access to newspapers and magazines published in China, Hong Kong, Taiwan and Macau.
Electronic Books / Journals

Our electronic resources also include numerous electronic law books and law journals. To see a list of law e-journals, please access the web page at http://www.cityu.edu.hk/lib/collect/law/subjres/lawej.htm. E-journals and e-books are searchable and accessible via the Library Catalogue. The majority of them can be used on campus and remotely.

Internet Links

Useful Internet resources on law have been selected and put on the Library’s Law Collection web page, http://www.cityu.edu.hk/lib/collect/law/subjres/lawlink.htm.

This web page helps extend the library resources and serves as a gateway to global legal information. You can find links to a wide range of Internet legal information. Here are some highlights from the web page.

- Court judgments arranged by country
- Other legal resources arranged by country
  (Legislation, relevant government web sites, etc.)
- Legal resources arranged by subject
  (From administrative law, air law, ADR to maritime law, taxation law, trade law, etc.)
- Other references
  (Citation guides, dictionaries, directories, moot court competitions, etc.)

And more...
Services and Facilities

Law Reference Desk

The Desk provides law reference and other information enquiry services.

Also, frequently used materials, are kept behind the Desk. These include selected law periodicals, Hong Kong, UK and PRC law reference tools. The purpose is to ensure that the materials in high demand are always available to users. Users can obtain those materials by depositing their CityU ID Card or valid library ticket. For those who want to make copy of the loose-leaf volumes, including the \textit{Laws of Hong Kong}, library staff will remove the pages from the binder at the Desk. Users should not open the binder themselves.

Also kept at the Desk are examination papers of these two academic programmes: Postgraduate Certificate in Laws, Master of Laws (leading to Renmin University of China award). They are strictly for students in those two programmes only.

Please note, books of circulating nature are borrowed and returned at the Circulation Counter, not the Law Reference Desk. Users may also use the self-check machines and book drops when the Circulation Counter is not open.

Library Orientation and Workshops

Orientation sessions are organized for new law students to help them make effective use of the Library. There are other specific law library workshops which show students how to use law databases, navigate a variety of resources on a specific topic, or assist with individual instruction for research on a topic. Library orientation is also arranged for new faculty members to highlight our teaching and research support services. To schedule an individual consultation or a classroom instructional session and/or library tour, please contact the Law Section Coordinator.

Law library training schedules and further details are available from this web page, \url{http://www.cityu.edu.hk/lib/instruct/course/law.htm}. 
The Library also organizes Information Skills Workshops to equip students with basic library and research skills. Check it out from this website, http://www.cityu.edu.hk/lib/instruct/course/isw/index.htm.

**User Guides**

The Law Section compiles different user guides to help users get better understanding of legal materials. There are guides about finding law of particular jurisdiction, *Students’ Guide to Legal Materials of Hong Kong*, *Students’ Guide to Legal Materials of the United Kingdom* and *Students’ Guide to Legal Materials of the People’s Republic of China*. There are also guides on locating important legal subject matters, such as *Alternative Dispute Resolution*, *Civil Procedure and Civil Justice Reform*, *Criminal Law*, *Criminal Procedure*, *Finding Law Journal Articles*. Print copies of these guides are available from the Law Reference Desk. Electronic version can be accessed from these web sites, http://www.cityu.edu.hk/lib/collect/law/material.htm; http://libguides.library.cityu.edu.hk/.

**Other Library Services**

In addition to those mentioned above, there is a wide range of other services from interlibrary loans (requesting materials from other libraries), JULAC Card (for visiting other UGC libraries) to services for users with disabilities. Explore those services on this website, http://www.cityu.edu.hk/lib/service/index.htm

**PC Workstations**

The Law Section provides PC workstations for accessing library subscribed electronic resources and the Library Catalogue.

PC workstations which provide different software tools can be found in both the Oval and Information Space. To learn about the usage policy and booking procedures, go to the Library Facilities website, http://www.cityu.edu.hk/lib/about/facility/facility.htm and select “Computers and Equipment”.

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**Photocopying and Printing Facilities**

Photocopiers and color printers are available in the Law Section. More can be found in other parts of the Library. All photocopiers are operated by Octopus Card. While the printers in the Law Section provide Octopus Card-operated Fast Printing Service only, the Oval and Information Space offers Quota Controlled Fast Print Queue Service as well as Octopus Card-operated Fast Printing Service. Users are reminded not to infringe copyright while printing and making photocopies.

**Discussion Rooms**

Discussion rooms are available in the Law Section for law students to work on group projects and mooting preparation. Booking of these rooms is made at the Law Reference Desk.

The Library also provides individual study carrels and group study rooms for all students. To obtain further information about these rooms, visit Library Facilities website, [http://www.cityu.edu.hk/lib/about/facility/facility.htm](http://www.cityu.edu.hk/lib/about/facility/facility.htm) and select “Study Carrels” or “Group Study Rooms”.

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FINAL NOTES

We need your help!

– Please keep noise in the Library to a minimum.

– Please turn off the ringer of your mobile phone and switch it to vibrate mode before you enter the Library.

– The Law Section is primarily a reference library. Therefore, users of the Law Collection are given priority in the use of the study areas. Study tables cannot be reserved. Any seat not occupied by a person may be used by another, regardless of property left on the table or seat. Any person who leaves his / her seat for 30 minutes is not allowed to claim back the seat.

– When studying in the Law Section, please re-shelve law reports, statutes, quick reference materials and periodicals after consulting them. This is to ensure that they are readily available for fellow users, and that tables free for other readers. However, you do not need to re-shelve books in other sections of the Library.

– Due to the risk of damage to library materials, food and drinks are NOT permitted in the Library.

Please pass on to the Law Section staff any comment and suggestion so that we can serve you better and make the Law Section as much a pleasant place for study and research as possible.