

# SUPREME COURT LIBRARY

## RULES AND REGULATIONS

The rules and regulations in the Library are meant to promote the judicious and fair use of the collection and services for the benefit of all its members. Library users are required to comply with all policies and rules set forth in these Regulations.

### 1. BORROWING POLICIES

#### 1.1 Loan strategy for Law Practitioners

Item Category	For loan	Loan qty	Loan days	Renewal qty	Reserve qty
Dictionaries/ Encyclopedias	Y	2	3		
English Laws/ French laws/ International Laws	Y	2	3	2	
Law Reports / Law Journal /Human Rights	Y	2	3	2	
English Texts/ French Texts	Y	3	5	2	3
English Collection/ French Collection	Y	2	3	2	
Laws & Legislations /Judgments/Mauritiana	Y	2	3	2	
Reference	N	On spot consultation only			

#### 1.2 Location of Library materials

Library materials are housed at two different locations namely at the Supreme Court Library (SCL) and at Old Library – Jules Koenig Street (OSC)

#### 1.3 Item Category Defined – Form Code

- Materials at Supreme Court Library (SCL) location

(Some SCL materials are housed at the Judges Reading Room which is available upon request)

Resource type	CODE	Title
<b>Dictionaries</b>	DIC	Dictionaries
<b>English Laws</b>	EN	Archbold / Blackstone/ Civil Procedure /Current Law / Halsbury's Laws of England – 5 <sup>th</sup> ed
<b>English Textbooks</b>	ET	English Textbook
<b>French Collection</b>	FR	Actualite des Procedures Collectives / Bulletin des Arrets de La Cour de Cassation - Criminelle/ Chambre Civil /Code Dalloz /Droit du Travail /Droit Penal /Gazette du Palais /Journal du Droit International/ La Semaine Juridique - General / La Semaine Juridique -Social /Loyer et Copropriete / Recueil Dalloz /Responsabilite Civile et Assurances/ Revue Trimestrielle de Droit Civil
<b>French Texts</b>	FT	French Text
<b>Human Rights</b>	HUM	Butterworths Human Rights Cases /European Human Rights Reports / Human Rights Case Digest
<b>International Law</b>	INT	American Journal of International Law/International and Comparative Law Quarterly/ Law Reports of the Commonwealth
<b>Judgment</b>	JDG	Supreme Court Judgments /Mauritius Reports
<b>Law Journal</b>	LJ	Criminal Law Review / Industrial Law Journal/Law Quarterly Review / Modern Law Review /Public Law /Crown Office and Administrative Court Digest
<b>Law Reports</b>	LR	All England Law Reports /Appeal Cases / Chancery Division / Criminal Appeal Reports /King's Bench / Queen 's Bench /Family Division /Weekly Law Reports
<b>Laws &amp; Legislation</b>	LLM	Acts /Bills/ GN/ Laws of Mauritius / Subsidiary Legislation
<b>Mauritiana</b>	MAU	Government Gazette / Textbook – Mauritiana /Law Reform Commission / Thesis / Bar Exams papers
<b>Reference</b>	REF	Books in high demand, latest edition & new acquisitions.

- Materials at Old Library – Jules Koenig Street (OSC) Location

Resource Type	CODE	Title
<b>Dictionaries</b>	DIC	Dictionaries / Dictionnaire Du Notariat
<b>Encyclopedia</b>	ENC	Encyclopedia of The Laws of England The Encyclopedia of Court Forms and Precedents
<b>English Collection</b>	EC	Nuremberg /Magisterial Cases
<b>English Laws</b>	EN	Archbold /Blackstone/Chitty Statutes /Civil Procedure /Current Law /Government Orders / Halsbury's Laws Of England – 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> edition /Justice of Peace /Law and Tactics In Jury Trials /Modern Trials /Public General Act and Measures / Simon Taxes / Statutory Instrument / Statutory Rules and Orders / Stone Justice Manual/Supreme Court Practice /Taxation Law /The Complete Statutes of England /The Statutes Revised /White Book - Annual Practice
<b>French Collection</b>	FR	Bulletin des Arrets De La Cour De Cassation Criminelle / Code Dalloz / Dalloz Jurisprudence General - Supplement /Dalloz Jurisprudence Generale /Gazette Du Palais /Journal Du Droit International /Journal Du Palais / Jurisprudence Francaises /La Semaine Juridique -General /Pandectes /Pratiques Des Parquets Et De L'instruction /Recueil Dalloz /Recueil Dalloz De Doctrine De Jurisprudence & Legislation + table
<b>French Laws</b>	FRL	Connaissance Du Droit / Formulaire Notariale / Lois Annote / Recueil General des Lois et Arrets /Repertoire General du Droit Francais /Troplong - Droit Civil Expliquer
<b>Human Rights</b>	HUM	Butterworths Human Rights Cases / Yearbook of The European Convention on Human Rights
<b>International Law</b>	INT	Air Manual /Annuaire Francais de Droit International /Bengal Act Bombay Act /Commonwealth Law Bulletin /International Court Of Justice /Labour And Industrial Cases /Law Reports - Indian Appeal Cases /New Zealand Law Review / United States Code/Victoria University of Wellington Law Review /American Journal of International Law /Quinquennial Digest /Supreme Court Reports /Supreme Court Today
<b>Judgment</b>	JDG	Supreme Court Judgments /Mauritius Reports
<b>Law Journal</b>	LJ	British Tax Review /Industrial Law Journal /Law Quarterly Review New Law Journal /Law Journal /Patent Law Review /Weekly Reporter
<b>Law Reports</b>	LR	All England Law Reports /Butterworths Workmens' Compensation /Cox's Reports Of Cases in Criminal Law /Crown Cases /English And Irish Appeal Cases /English Reports /Equity Cases /Exchequer +Common Peas /Law Reports - Probate + Family /Law Times Report /Report of Patent Cases /Report of Tax Cases /Revised Reports /The Law Times /Times Law Reports
<b>Laws &amp; Legislation</b>	LLM	Acts /Bills /GN /Laws Of Mauritius /Old Laws of Mauritius /Subsidiary Legislation
<b>Mauritiana</b>	MAU	Government Gazette /Law Reform Commission /Thesis

#### **1.4 Borrowing materials**

To borrow material from the library you need to show your library card. It is forbidden to take any book or other library material out of the library without following the borrowing procedures.

#### **1.5 Return of library materials**

Borrowed materials should be returned or renewed by their stated due date. To avoid items becoming overdue, borrowers must renew outstanding items online through their library accounts.

Library staff reserves the right to recall any borrowed library materials at any time for any reason. A recalled item should be returned directly to the library.

#### **1.6 Renewing Library Materials**

Materials may be renewed on the OPAC. Items that circulate may be renewed depending on the loan strategy. However, items may not be renewed if there is a "Reservation" on the item. Overdue item can be renewed. Once an item has reached its renewal limit it must be returned to the library.

#### **1.7 Reminder and Overdue notices**

The Library will email a reminder alert on the due date of the item. Still if the item has not been returned, the user will receive 3 overdue emails as follows:

- 1<sup>st</sup> Overdue email – 1 day overdue
- 2<sup>nd</sup> overdue email – 5 days overdue
- 3<sup>rd</sup> & final overdue email - 10 days overdue

If a borrower fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended until the amount due is paid.

No books will be issued to a user until the previous loan is cleared.

#### **1.8 Lost or damaged materials**

As borrowers are responsible for all items checked out in their name, borrowers need to arrange for the replacement of any lost or damaged item.

**Habitual over-retention or losing of books may lead to suspension of library facilities.**

### **1.9 Reservation**

- Collection Notice

Users who have reserved an item will receive a collection email notice. They have to come to the Library to collect the materials. If users do not collect the materials in 3 days, the reservation will be cancelled.

Several users can place reservations on a particular book and there may be a queue. Users will be notified when the book becomes available.

- Cancellation Notice

Users will receive a cancellation email notice if the reservation days have expired.

## **2. BEHAVIOUR IN THE LIBRARY**

- Silence shall be maintained to avoid disturbing other library patrons, except when requesting assistance from the Library staff. Noise and loud or profane language will not be tolerated.
- Patrons shall not write in, damage, remove pages, or mark on Law Library books or other Law Library property.
- All mobile phones must be in silent mode. If you must place or receive a call, you are requested to move out of the library.
- Laptops may be used. The volume on all laptops must be set to "mute."
- Patrons' personal belongings should be kept in the 'rack for bags' near the entrance. No briefcase or handbags are allowed in the Library. Library patrons are responsible for their personal property at all times, and should never leave personal property unattended. The Library is not responsible for any loss or damage to personal property.

- Eating and smoking are not allowed in the Library.
- Patrons must be properly attired in the Library buildings at all times, including shirts and shoes.

### **3. CONFIDENTIALITY OF PATRON RECORDS**

The Law Library supports our patrons' confidentiality and privacy rights. We keep a minimal amount of personal information on the library's systems to facilitate the process of circulation transactions, email notifications, etc.

### **4. PHOTOCOPY RULES**

A photocopy service is provided in the Library

- Users may arrange to have materials photocopied from books which are not allowed out of the library. They have to apply by way of a 'request for photocopy' form and effect the necessary payment before the photocopy is delivered.
- The rate per page is Rs 2.00
- Photocopy service will be available strictly between 9.30 a.m. – 3.30 p.m.
- A prepayment facility is also offered. Users are advised to arrange for prepayment at the time of registration.
- Request for photocopies should preferably be made in advance. The library will not entertain immediate delivery where there are previous orders waiting.

**The Law Librarian/Senior Law Librarian, with the approval of the Master and Registrar reserves the right to add, delete, alter or modify any of the above rules as and when required.**