



Library Opening Times

The ECL Library is open from 10:00am – 6:00pm Monday to Friday.

Services Offered at ECL Library

In addition to borrowing books, students and officials are able to access the following facilities only with the permission of the librarian-in-charge.

Students can use the photocopy, printing and scanning services offered in the library with the following charges. (Students and staff using these services are entitled to obtain their first 50 copies free of charge).

Photocopy - 0.05 p

Scanning - 0.05 p

Printing -0.05 p

Students and officials are also allowed internet access whenever required.

Placing a request for borrowing a book

All requests for borrowing books must be placed through the official library email address **library@europeancollegeoflaw.org.uk** one day prior to borrowing.

After the request has been made, students will be sent information as to the availability of the book ordered, thereupon they will be asked to collect the book from the library.

Requests can also be made directly by contacting the librarian in charge.

Only students who have a valid library card are able to borrow books for the period of one week.

All students are free to browse and refer books in the library and may contact the librarian in charge if requiring assistance.

Borrowing Regulations

1. Students will be asked to show their id card prior to borrowing any books or materials.
2. Readers are allowed to borrow two (2) reference books at a time and must be returned to the librarian – in – charge after use.
3. The borrower must sign the book card, record it in the logbook and leave the card to the assigned librarian together with their ID's.
4. Students can borrow books for **a period of 7 days only**, request's for extensions can me made **only via the library email**.
5. A fine of 0.50 per day will be collected for any overdue books.

ECL policy on Collection of new titles:

ECL is committed to invest continuously to increase its library stock by collecting new titles every year, also subscribe useful journals, magazines to enable users update their knowledge stock and enrich intellectual faculty through thought provoking debates in HE sector. We therefore welcome users to let us know what new titles and journals, magazines they want to find in Library. We recommend users to contact Academic Manager in this regard to let us know your demand, choice and taste by emailing **library@europeancollegeoflaw.org.uk**. you may make us aware of your demand any time of the year.

Revised and Approved by:

Academic Committee, European College of Law on 22-09-14, Next review: October 2015