

# **CAYMAN ISLAND LAW SCHOOL LIBRARY USER'S GUIDE**

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## INTRODUCTION

The primary goal of the library is to provide the best possible service to the students and faculty of the Cayman Islands Law School and others using the library. We encourage you to ask for assistance or information from the Library Staff to help us achieve that goal. We also ask that you make suggestions that will assist us in improving our service or the collection.

The Library Guide is intended to serve as an introduction to the Cayman Islands Law School Library. It offers brief descriptions of the services, resources and facilities of the library. The guide details the rules of library conduct, which users are asked to observe to maintain an atmosphere conducive to study and research.

The Law Library is the laboratory of the legal researcher. Over 9,000 volumes form the core collection of the library. In addition, the library provides online access to a variety of legal and law related databases and indexes to enhance research capabilities. Particular emphasis has been placed on collecting materials that support the major programmes of the Law school.

We hope that your time spent in the library is productive, informative and rewarding. Please let us know if there are ways in which we can help you.

## ABOUT US

### Library Staff

Mrs. Beverley Speirs

Librarian

Fax: 345-946-1845

[Beverley.Speirs@gov.ky](mailto:Beverley.Speirs@gov.ky)

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Library Assistant

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Location:

2<sup>nd</sup> Floor Old CIBC Building

P.O. Box 1568

Grand Cayman KY1-1110

CAYMAN ISLANDS

### Library Hours

Monday—Friday 8:30am—5:00pm.

Library hours are extended prior to and during exams. A schedule will be placed on the

notice board.

The Library is closed on Saturdays, Sundays and Public Holidays.

### **ACCESS POLICY**

Access to the Law School Library collection is defined for the following groups:

- Law School patrons, including faculty students, alumni and other staff of the Law School
- Staff of the Legal Department and the Judicial Department (limited Loans)
- Staff of other government departments (reference only)
- Members of the general public (reference only)

### **LAW LIBRARY RULES**

1. The goal of the Library is to make the collection freely available to all patrons as is consistent with proper and equitable use. Compliance with the following rules will be appreciated by all library users and will be strictly enforced by all members of staff.
2. The unavailability of staff materials is frustrating to all library users. Please make sure you are correctly re-shelving books you have used and re-shelve all materials promptly. Intentionally mis-shelving or hiding library books is strictly prohibited.
3. Library users are expected to work quietly. Please step outside or use the upstairs student common room for conversations. Disturbing other users or disrupting the library in any manner, including noisy behaviour, loud conversation will not be tolerated.
4. Cell phones and pagers must not be used in the library or in the computer room. All patrons should turn off the ring feature on their cellular phones so that the noise does not disturb other users. Conversations on these phones should be carried on outside the library.
5. Please do not write in, underline, highlight or otherwise deface or mutilate library books.
6. Food or drink of any kind can damage library materials and must not be brought into the library.
7. Smoking and use of tobacco products is not permitted in the library.
8. Library materials must not be removed from the library unless they have been properly checked out with an authorized officer.

9. All library books must be returned to the Library Assistant's desk or dropped in the Book Return Bin in the absence of Library Assistant. The transfer of books between students is not permitted. All library books remain in the responsibility of the borrower until returned in one of the above TWO ways.
10. All debts to the library must be paid prior to graduation. Results and certificates will be withheld until all outstanding debts have been paid.
11. Students are obliged to pay the replacement cost (and associated costs of administration) of book lost, damaged or defaced.
12. Emergency exits must not to be used except in the event of emergency. Alarms on these doors will go off.
13. Library users may not post signs in the library.
14. Library staff phones are not available for public use.
15. The library reserves the right to recall materials borrowed before the due date.
16. A fine of \$2.00 per book per day will be levied for overdue books.
17. Students who transgress any of the above rules will have their library privileges revoked.

## THE COLLECTION

The collection comprises works which cover all aspect of the law. These materials include: textbooks, law reports, laws, statutes and digests, law journals, government publication, legal online databases and legal websites.

Reference materials are identified by a red dot on the spine of the book. These books may not be removed from the library. Books intended for the professional practice course (PPC) are identified by a green dot.

The textbook collection is arranged according to Moys Classification System for Legal Libraries. See breakdown below. The other materials are divided into the following sections—Law reports, statutes and Laws, and Journals. These are arranged alphabetically by title.

All materials in the collection are protected by 3M theft-detection system. Users should ensure that books are properly checked out and desensitized before attempting to removed from the library, or an alarm will go off.

### Subject Guide to Moys Classification System

Subject	Call	Subject	Call Number
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	Number		
Administrative Law	KM300-307	Jurisprudence	KA
Agency	KN25	Labour Law	KN190-199
Alternative Dispute Resolution	KN398	Land Law	KN60-93
Banking Law	KN303	Land Reform	KL160-199
Children & Young Persons	KN176	Legal Accounting	KN307
Civil Rights	KN201	Legal Biography	KB1-10
Commercial Law	KN250-349	Legal History	KL400-480
Company Law	KN261-265	Legal Miscellany, Humour, etc.	KB30-35
Comparative Law	KB100-250	Legal Profession	KL50-119
Computer Law	KN347-348	Legal System (UK)	KL
Conflicts of Law	KC2000	Maritime Law	KN330-339
Constitutional Law	KM31-299	Mediation	KN398
Consumer Law	KN284	Negotiation	KN398.6
Contract Law	KN10-25	Obligations	KN5-9
Copyright Law	KN112	Partnerships	KN267
Criminal Evidence	KM600-608	Patents	KN114.1
Criminal Justice	KM570-799	Personal Property	KN100-118
Criminal Law	KM500-599	Planning Law	KN96
Criminal Procedure	KM570-599	Police	KM615
Criminology	KM700-799	Private International Law	KC2000
Dictionaries (Legal)	K120-126	Procedure (General and Civil)	KN350-399
Environmental Law	KN94-95	Public Law	KM1-29

Equity	KN200-235	Real Property	KN60-98
European Community Law	KW	Restitution	KN20.2
Evidence	KN390-397	Sales of Goods	KN280-287
Family Law	KN170-179	Succession and Inheritance	KN120-143
Finance	KN300-315	Taxation	KM336-360
Human Rights	KC200-208	Torts	KN30-39
Industrial Law	KN190-199	Transport Law	KN320-329
Inheritance and Succession	KN120-143	Trusts and Trustees	KN210-216
Insurance Law	KN290-295	Wills	KN125
Intellectual Property	KN111-118	Witnesses	KN391
International Law	KC	Non-legal Subjects	KZ

The Library Holdings include:

### **Law Reports**

All England Law Reports  
 All England Annual Review  
 Australia -Federal Court Reports  
 British Company Cases  
 Butterworths Company Law Cases  
 Butterworths Human Rights Cases  
 Butterworths Police and Criminal Evidence Act Cases  
 Canada Exchequer Reports  
 Canada Federal Court Reports  
 Canada Supreme Court Reports  
 Cayman Islands Law Reports  
 Commercial Cases  
 Common Market Law Reports  
 Cox's Criminal Law Cases  
 Criminal Appeal Reports  
 Dominion Law Reports 4th Series  
 English Reports  
 European Court Reports  
 European Human Rights Reports

Family Law Reports  
Fleet Street Reports  
Human Rights Law Reports  
Industrial Cases Report  
Industrial Relation Law Reports  
Justice of the Peace Reports  
Law Reports: Admiralty and Ecclesiastical  
Law Reports: Appeals Cases  
Law Reports: Chancery Appeals Cases  
Law Reports: Chancery Division  
Law Reports: Common Pleas  
Law Reports: Common Pleas Division  
Law Reports: Crown Cases Reserved  
Law Reports: English and Irish  
Law Reports: Equity  
Law Reports: Exchequer  
Law Reports: Exchequer Division  
Law Reports: Family Division  
Law Reports: Privy Council  
Law Reports: Probate and Divorce Cases  
Law Reports: Probate Division  
Law Reports: King Bench  
Law Reports: Queens Bench  
Law Reports: Scotch and Divorce Appeals  
Law Reports of Commonwealth  
Law Reports of Commonwealth: Commercial Law  
Law Reports of Commonwealth: Constitutional & Admin  
Law Reports of Commonwealth: Criminal  
Law Times Report  
Legal Decisions Affecting Bankers  
Lloyds Law Reports  
New Zealand Law Reports  
Palmer's Company Cases  
Revised Reports  
Times Law Reports  
Weekly Law Reports  
Weekly Notes  
West Indian Reports

## Journals

Anglo-American Law Journal  
Arbitration Monthly  
Cambridge Law Journal  
Caribbean Law Review

Cayman Islands Law School Bulletin  
Charity Law and Practice Review  
Child and Family Law Quarterly  
Civil Justice Quarterly  
Common Law World Review  
Common Market Law Review  
Commonwealth Human Rights Law Digest  
Commonwealth Legal Education  
Commonwealth Law Bulletin  
Conveyancer and Property Lawyer  
Criminal Law Review  
European Intellectual Property Review  
European Law Review  
Family Law  
Industrial Law Journal  
International and Comparative Law Quarterly  
International Family Law  
International Journal of Evidence and Proof  
Journal of Business Law  
Journal of Criminal Law  
Justice of the Peace  
Law Quarterly Review  
Law Society Gazette  
The Law Teacher  
The Law Times  
Legal Studies  
Litigation  
Lloyd's Maritime & Commercial Law Quarterly  
Modern Law Review  
New Law Journal  
Northern Ireland Legal Quarterly  
Oxford Journal of Legal Studies  
Oxford University Commonwealth Law Journal  
Public Law  
Tolley's Trust Law International  
West Indian Law Journal

### **Other Serials**

Cayman Islands Gazette  
Cayman Islands Law Bulletin  
Commonwealth Lawyer  
Commonwealth Law Bulletin  
Atkins Court Forms  
Current Law: Monthly Digest  
Current Law Statutes

Current Law Statutes Annotated  
 Encyclopedia of Forms and Precedents  
 The English & Empire Digest  
 Halsbury's Statutes  
 Halsbury's Statutory Instruments  
 Halsbury's Laws of England  
 Law Commission reports  
 Law Reports Statutes

## **CIRCULATION**

The Law School Library is primarily a research and reference collection of law materials to be used within the library, and thus certain categories of materials do not circulate. Legal reference materials that do not circulate include law reports, indexes, digests, encyclopedias, court reports, and statutes. Other materials that do not circulate include periodicals, parts of multi-volume treatises and loose-leaf services and journals.

Library materials circulate via an online system. All library patrons must be registered with the library in order to check items from the collection. Registration forms and circulation guidelines are available at the front desk. Students with overdue materials may be blocked from registering for the next semester, or from obtaining results pending the return of overdue materials, or payment for lost or damaged items.

The library's online catalogue, ATHENA, is available on all the workstations in the computer room. ATHENA may be used to search the collection, locate an item, or determine the status of an item. If an item is not on the shelf, and ATHENA does not indicate that the item is checked out, please inquire at the issue desk. The collections of the Judicial and Legal Departments can also be accessed in ATHENA.

### **Loan Policy**

<b>Patron Type</b>	<b>General Collection</b>	<b>No. of Books</b>	<b>Reserve</b>
Law Students	14 days	3	overnight
Law Faculty	30 days	unlimited	Not applicable
Non-Law Staff	14 days	3	Not applicable
Judicial Dept.	14 days	3	Not applicable
Legal Dept.	14 days	3	Not applicable

### **Overdue and Fines Notices**

Fines are imposed immediately on all borrowers for the late return of any items. These penalties will continue to accrue until the item or items are returned and discharged. **A fine**

**or fee of \$50.00 or more will block borrowing or renewal of materials.**

Once an item is charged/checked out to a user, the user should assume full responsibility for the item, including returning the item on time. Overdue reminders and fine notices are sent as a courtesy act only, and **failure to receive a notice does not constitute the basis for canceling a fine.**

Students who take library books overseas are not exempt from fines. You can renew a book by e-mail or telephone. Simply e-mail the librarian, library assistant or any of the administrative staff. All that is necessary to renew an item is your name.

Never ignore an overdue, recall or fine notice. Failure to return overdue items or pay outstanding debts may result in the with-holding of Academic Transcripts and may prevent re-enrolment. All outstanding charges will impose sanction over the release of exam results. It is advisable that all students, particularly overseas students clear their Library accounts before they leave the country for holidays or for good.

## **THE ONLINE CATALOGUE**

ATHENA, the online catalogue, provides bibliographic information about materials found in the law library collection, their location and their availability. ATHENA also provides electronic access to the collections of the Legal Department and Judicial Department.

### **How to Search**

ATHENA can be searched by author, author/title, subject, call number and keyword.

Successful searches by author or title require the searcher to know the exact author or title. A more flexible way to search ATHENA is by keyword. The option allows for searching by any combination of words known to be in the title of the book or journal. The keyword search option is especially useful when only part of the title is known. It is also an easy way to find titles on a given topic.

To access ATHENA, proceed as follows:

Click on the ATHENA icon on the desktop

Click on the search button, then click on Change Collection

Select Cayman Islands Law School

Enter the word or phrase to be searched and press the Search button or Enter.

Follow the procedure above to search the collections of the Judicial and Legal Department.

## **SERVICES**

### **Reservations**

Items are placed on reserve for two reasons:

1. Lecturers ask to place certain materials on reserve to assure the availability to all students in a given course.
2. Certain heavily used materials are placed on reserve, again to assure availability. Such materials include series such as Nutcases, Nutshells and Legal Practice Course Guides.

Reserved materials may be searched in ATHENA by author, title, or lecturer's name. To borrow materials from reserve, patrons must be registered in the library's circulation system. In general, reserve books may be checked out for 3 hours. They may be renewed for an additional 2 hours unless there is a demand for them. Two hours before closing some reserve items may be checked out for overnight use. These items must be returned to the circulation desk within 2 hours of the library's opening the next day.

### **Computers**

A computer lab dedicated to students' use is located in the library. These computers are for general research/writing areas. Laser printing is available but students **MUST PROVIDE THEIR OWN PAPER**. There is also an open wireless network facility.

Computers are sanctioned for use by students in a responsible and appropriate manner. Use will be monitored.

Students must not save their own material onto the hard drives of the computers in the computer lab. Any such materials will be deleted from the hard drive.

### **Photocopying**

A self-service photocopy machine is located at the back of the library. The photocopier is operated with a copyguard card. Photocopies are 10 cents per page and copyguard cards are available at the front desk in \$10.00 denominations.

### **Online Legal Databases**

The library provides access for registered students to legal databases including Lexis Nexis Butterworths, Lexis Nexis Professional, westlaw UK and i-law.com. Students will need their Athens passwords to access most of these databases.

## USEFUL LEGAL LINKS

### United Kingdom

British and Irish legal Information Institute

<http://www.bailii.org>

The Stationary Office (recent statutes)

<http://www.hmso.gov.uk/acts>

House of Lords (Judgments since 14 November 1996)

<http://www.parliament.the-stationary-office.co.uk>

Court Service website

<http://www.courtservice.gov.uk>

Law Commission

<http://www.lawcom.gov.uk>

### Caribbean

Bermuda

<http://www.bermudalaws.bm/>

Eastern Caribbean Supreme Court

<http://www.eccourts.org>

Laws of the Cayman Islands

<http://www.gov.ky>

Laws of Jamaica

<http://www.gov.jm>

### Trinidad and Tobago

[http://www.ttlawcourts.org/c\\_appeal.htm](http://www.ttlawcourts.org/c_appeal.htm)

### Commonwealth

The Commonwealth

<http://www.the-commonwealth.org>

Commonwealth Parliamentary Association

<http://www.cpahq.org>

Commonwealth Magistrates' and Judges Association

<http://www.cmja.org/links.htm>

The Commonwealth Law  
<http://library.sas.ac.uk>

## **European Union**

The European Court of Justice  
<http://www.curia.europa.eu>

Research and Development Information Service  
<http://www.cordis.lu/en/home.html>

## **United Nations**

United Nations  
<http://www.un.org>

United Nations Commissioner for Refugees  
<http://www.unhcr.org/cgi-bin/tehis/vtx/home>

United Nations High Commission for Human Rights  
<http://www.ohchr.org/english>

United States Country Reports on Human Rights Practices  
<http://www.state.gov/g/drl/hr/c1470.htm>

## **World**

World Legal Information Institute  
<http://www.worldii.org>

## **COUNTRY WEBSITES**

### **Australia**

AustLII (Austrian legislation and case law)  
<http://www.austlii.edu.au/databases.html>

SCALE (Australian Legislations)  
<http://www.scaleplus.law.gov.au>

### **Canada**

Jurist Canada (law reports and statutes)  
<http://jurist.law.utoronto.ca/locate.htm>

Canadian Legal Information Institute

<http://www.canlii.org>

Canadian Supreme Court (judgments since 1989)

<http://scc.lexum.umontreal.ca/en/index.html>

## **Hong Kong**

Hong Kong Legal Information Institute

<http://www.hklii.org>

## **New Zealand**

Judicial Reports

<http://www.courtsofnz.govt.nz/from/judicial-reports.html>

Waikato University (index of court decisions and law reports)

<http://www2.waikato.ac.nz/lawlib/decisions/menu.html>

## **South Africa**

University of Witwatersrand (Constitutional Court decisions)

<http://www.law.wits.ac.za>

## **Zambia**

Zambia Legal Information Institute

<http://www.zamlii.ac.zm>

## **Human Rights**

### **General**

University of Minnesota Human Rights Library

<http://www1.umn.edu/humanrts>

Women's Human Rights Resources (University of Toronto)

<http://www.law-lib.utoronto.ca/diana>

## **United Kingdom**

UK Foreign and Commonwealth Office: Human Rights Links

<http://www.hrpd.fco.gov.uk/links.asp>

Human Rights Act

<http://www.opsi.gov.uk/ACTS/acts1998/19980042.htm>

## **Europe**

The European Court of Human Rights (Portal)

<http://cmiskp.echr.coe.int/tkp197/portal.asp?sessionId=8091170&skin=hudoc-en&action=request>

## **Africa**

Human Rights and Governance in Africa

<http://www.columbia.edu/cu/lweb/indiv/africa/cuvl/IORights.html>

Center for African Studies: Human Rights Link

<http://www.afrst.uiuc.edu/human.html>

## **America**

Inter-American Commission on Human Rights

<http://www.cidh.oas.org/DefaultE.htm>

Commonwealth Human Rights Case Law Database

<http://www.interights.org/ccl>

Model Human Rights Curriculum for Commonwealth Law

<http://www.clea.org.uk/clea/curric.htm>

Commonwealth Human Rights Initiative

<http://www.humanrightsinitiative.org>

## **Organizations**

Interights

<http://www.interights.org>

International Committee of the Red Cross

<http://www.icrc.org>

International Labour Organization

<http://www.ilo.org>

## **Property and Trusts**

Charity Commission

<http://www.charity-commission.gov.uk>

Law Commission Property, Family and Trust Law

<http://www.lawcom.gov.uk/property.htm>

Restitution and Unjust Enrichment resources

<http://www.ucc.ie/law/restitution>

Society of Trust and Estate Practitioners

<http://www.step.org>

Land Law Org

<http://www.landlaw.org.uk>

Hardwicke Barristers' Chambers

<http://www.hardwickecivil.co.uk/property>

## **Employment**

ACAS

<http://www.acas.org.uk>

Employment Tribunals

<http://www.employmenttribunals.gov.uk>

Employment Appeals Tribunals

<http://www.employmentappeals.gov.uk>

Department of Trade and Industry

<http://www.dti.gov.uk/employment/index.html>

EOC

<http://www.eoc.org.uk>

CRE

<http://www.cre.gov.uk>

DRC

<http://www.drc-gb.org/drc/default.asp>

## **Banking Law**

Joint Money Laundering Steering Group

<http://www.jmlsg.org.uk>

CI Monetary Authority

<http://www.cimoney.com.ky>

Chartered Institute of Bankers

<http://cib.org.uk>

Barristers' Chambers: St. Johns Chambers  
<http://www.stjohnschambers.co.uk>

### **Media/Entertainment Law**

UK Licensing Act 2003  
[http://www.culture.gov.uk/what\\_we\\_do/Alcohol\\_entertainment](http://www.culture.gov.uk/what_we_do/Alcohol_entertainment)

### Law Journals

Yale Human Rights and Development Law Journal  
<http://islandia.law.yale.edu/yhrdlj>

Web Journal of Current Legal Issues  
<http://webjcli.ncl.ac.uk>

Industrial Law Journal  
<http://www3.oup.co.uk/indlaw>

Law Gazette  
<http://www.lawgazette.co.uk/home.law>

New Law Journal  
<http://www.butterworths.co.uk/nlj/index.htm>

The Lawyer  
<http://www.the-lawyer.co.uk>

UK Electronic Law Journals Project  
<http://elj.warwick.ac.uk/juk/index.html>

### **Newspapers**

The Guardian  
<http://www.guardian.co.uk>

The Independent  
<http://www.independent.co.uk>

The Times  
<http://www.timesonline.co.uk>

New York Times

<http://www.nytimes.com>

Cayman Net News

<http://www.caymannetnews.com>

Cayman Observer

<http://www.caymanobserver.com>

Caymanian Compass

<http://www.caycompass.com>