Classification Outline

G.- SOCIAL SCIENCES
I.- PHILOSOPHY OF LAW
J.- HISTORY OF LAW
K.- ROMAN LAW
L.- CANON LAW AND ECCLESIASTICAL LAW
MA.- PUBLIC INTERNATIONAL LAW
MB.- PRIVATE INTERNATIONAL LAW
MD.- COMMUNITY LAW
NA.- CONSTITUTIONAL RIGHT
NB.- POLITICAL SCIENCE
O.- ADMINISTRATIVE LAW
P.- LITIGATION
Q.- CRIMINAL LAW
R.- CIVIL LAW
S.- COMMERCIAL LAW
T.- LABOR LAW
U.- ECONOMY AND FINANCE
V.- FINANCIAL AND TAXATION LAW
The Law Library aims to help you to tackle the academic life. Therefore, we offer a complete overview of all our services so you can access them in an autonomous manner.

The guide begins with the keys to get around the Law Library and also explains the classification system. In any case, although you study Law, be aware that you can use all the other seven University Libraries.

**There are two entrances to this Library:** one on the ground floor and another one on the fourth floor in the faculty offices.

The ground floor includes **the basic collection of law, political science and business.** If you are studying a degree, this is your room. Here you can find normative legislation and handbooks you need for your subjects. These materials are open access and have a weekly loan, but there is always a copy for consultations in the room: these books are the ones in yellow and they cannot be lent. The latest edition of each title is identified with the letter N of “new”. You can loan the books yourself in the self-issue terminal or head to the desk; but, remember, before leaving the Library, you have to make the loan transaction.

Also, on this floor, there are legal and linguistic dictionaries, forms, English professional handbooks, and a film area.

To return these books, the Library has **two returning book boxes**, one is located on the ground floor access and it is opened 24 hours; the other one is next to the desk. Use them, you will avoid waiting time.

The desk of this floor is the “backbone” of the communication between you and the Library. From here, we serve the deposit collection, films, laptops, notebooks, and other materials.

At the Law Library, there are **printers** where you can copy, print and scan documents. They are located beside the stairs on each floor (ground, first, second and third/fourth floor). There is available a tutorial to use the machines.

**On the first floor,** we provide **rooms for work group,** so you can work collectively with your colleague; you must book these rooms using the form. However, remember, your attitude should be respectful at all times with other library users.

We also have **available a projection space,** so you can watch the films at the Library.

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The second floor contains a collection of treatises, manuals and general legislation, which complement our collection of basic texts, with a green call number. Also, you can find the recommended bibliography in the teaching guides. They are marked in blue. Furthermore, there are a large collection of annotated legislation, tributes, and congresses.

**On the second floor,** the **Newspaper Library** is located. You will find the latest issues of paper journals the Law Library has subscribed. But, note that many journal are only in digital format. Also, you can find the latest publications of our teachers, the annual research report, and the last books purchased by the Library, which will be located on the shelves of news for one month.

In this room, thematic exhibitions are regularly organized. Moreover, the desk placed on this floor provides the **Interlibrary Loan Service (ILL).**

The Library has a very important collection stored and specialized books, which allow you to research on a particular subject. To take the advantage of the store you can use the subject guides which are available on the website of the Law Library.

Search on the catalog, write down the signature of a book and request it at the desk, it will be delivered on the ground floor.

**KEYS TO AVOID GETTING LOST IN THE LIBRARY:**

In our Library we use letters to divide subjects. For example, if you want a business law book, please go to the letter S.

The type of book: if you need a handbook or recommended reading law, it is identified by the letters M, L, R. The number indicates its position on the shelf.

We have distributed several guides through the Library that they can be useful. Remember, if a book has been marked in yellow, it can be used only in the room, you can not borrow it.

If you have more questions, do not hesitate to go to the desk and ask to the staff. They are to help you.

We hope your visit!