

Law Courts Library Access Rules 2025

The Law Courts Library Advisory Committee has promulgated a set of rules that govern access to, and use of the library.

Access to the library is restricted to current cardholders.

1. Persons entitled to use the Law Courts Library collection.

(a) Primary users

(i) Judges and acting judges, associate judges, presidential members, registrars and other holders of office in any court, commission or tribunal who has access to the Law Courts Building. This category of user has 7 day, 24 hour access to the library. This category includes High Court and Federal Court judges visiting from interstate when sitting in Sydney.

(ii) Any judge, magistrate, commissioner or tribunal member from another NSW jurisdiction administered by the Department of Communities and Justice. This category of user has access during normal library hours.

(iii) Retired High Court, Federal Court, Supreme Court, Land and Environment Court, Industrial Court, District Court judges and Local Court magistrates. This category of user has access during normal library hours for browsing purposes only.

(iv) Judges' chambers staff of the courts in the Law Courts Building, and other judges' staff by arrangement. This category includes chambers staff of High Court and Federal Court judges visiting from interstate when sitting in Sydney.

2. Persons entitled to apply to use the Law Courts Library collection

(b) Secondary Users

Access to persons in categories 2(b)(i) – 2(b)(iii) is on a self-help basis and a fee will apply. Library staff cannot provide research assistance. Access is during normal library hours only.

(i) Legal practitioners entitled to appear before any of the courts, commissions or tribunals within NSW. When applying for access, legal practitioners must prove they are the holders of current practising certificates and provide a form of photo identification.

(ii) Members of law faculties of universities in NSW, and post graduate law students studying for a higher degree in law at a NSW university. When applying for access, faculty members must provide proof of their academic status, and students must prove they are undertaking such postgraduate studies and provide a form of photo identification.

(iii) Librarians qualified for admission as associates of the Australian Library and Information Association. Access is granted on the condition the card is to be used only by library staff. Non-library staff will be denied access.

(iv) Visitor access for casual users in categories 2(b)(i) – 2(b)(ii) is by appointment only.

3. Access Fees

Access fees can be paid on a daily, monthly and financial year bases. Access fees are non-refundable.

- (i) Library users in categories 1(a)(i) – 1(a)(iv) are exempt from paying an access fee.
- (ii) Financial year access is valid for the court terms of that year only.
- (iii) Monthly access is for 30 days from the day of purchase.
- (iv) Individual cards are not transferable.
- (v) Lawyers and academics are expected to use the NSW Bar Association, Law Society of NSW or university library as appropriate in the first instance. Liaison can occur at the library level, i.e access to material may be provided via interlibrary loan.

4. Borrowing from the Law Courts Library

(a) Material may only be removed from the library under the following conditions

- (i) Persons in categories 1(a)(i), 1(a)(ii), 1(a)(iv) may borrow all material with the exception of items designated not for loan, and certain items subject to restricted loan. Materials may be recalled if requested by another user or they require updating.
 - (ii) The library may lend material to other libraries in accordance with the Inter Library Resource Sharing Code. Materials borrowed are subject to immediate recall. The library manager may restrict the loan of material from the library if the service to primary clients is affected.
- (b) A current access card must be presented when material is borrowed from the library.**
- (c) A loan transaction must be completed for every item borrowed from the library.**
- (d) The borrower is responsible for all material borrowed from the library. The borrower is responsible for the cost of replacing items that are lost plus an administration fee.**
- (e) Damaged items should be brought to the attention of library staff. Users should not attempt to undertake their own repairs.**

5. Access to Electronic Services

The library's computer terminals are intended to support the work of the courts. Access to databases is available only to primary users in accordance with publishers' licence agreements.

6. Restricted Materials

Restricted loan conditions apply to the following collections: - unreported judgments; judges' papers; and the rare book collection.

7. Photocopying/Scanning

Materials in the library collection (with the exception of fragile historical material) may be copied or scanned, subject to the provisions of the Copyright Act 1986 (Cth).

8. Material used within the library

Material used in the library should be left on the desks or shelving trolleys. Material will be cleared unless a **Books in Use** form is completed and left with the material.

9. Conduct

All non-court staff are required to leave the library promptly at 5.00pm.
All personal items must be removed from the library at closing time.