



THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS, BARBADOS

THE FACULTY OF
Law

STAFF DIRECTORY

2012-2013

Information Guide





THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS

FACULTY OF LAW
STAFF DIRECTORY
2012 - 2013

This booklet gives information on Courses offered in the Faculty of Law at the Cave Hill Campus of the University of the West Indies (Barbados). For courses offered at the other Campuses, please see Faculty booklets for the Mona (Jamaica) and St. Augustine (Trinidad & Tobago) Campuses.

THE UNIVERSITY RESERVES THE RIGHT TO MAKE SUCH CHANGES TO THE CONTENTS OF THIS PUBLICATION AS MAY BE DEEMED NECESSARY.

Students should consult the Dean's office where clarification is required.

These regulations govern the programmes of study for all students entering in 2012/13. Students who started programmes in previous years are governed by the regulations in force in their year of entry which can be found online at www.cavehill.uwi.edu/law

Disclaimer:

The information in this booklet is accurate at time of printing. Subsequent publications may therefore reflect updated information. Students should consult their Dean where clarification is required.

CONTENTS

THE FACULTY OF LAW STAFF LIST 2012-2013..... 4

OFFICERS OF THE UNIVERSITY OF THE WEST INDIES 7

LAW LIBRARY 10

PROFESSIONAL STAFF10

LIBRARY HOURS 10

SEMESTER 10

SUMMER AND CHRISTMAS VACATIONS 10

ABOUT THE LAW LIBRARY 10

STAFF LIST 2012/2013

FACULTY OF LAW - OFFICERS

CAVE HILL

David S. Berry, B.A. (Toronto); LL.B. (UBC); LL.M. (Queens); Ph.D. (Edin); Leg Ed Cert; Barrister & Attorney-at-Law	DEAN
Jefferson O'B. Cumberbatch, LL.B. (UWI); Leg Ed Cert; Attorney-at-Law	Deputy Dean (Academic and Student Affairs)
Rose-Marie Antoine, LL.B., UWI; LL.M. (Cantab); D.Phil (Oxon); Leg Ed Cert; Attorney-at-Law	Professor of Labour & Off-Shore Law
Alina Kaczorowska, B.C.L.,(University of Poznan); D.E.A. Ph.D. (University of Nice); Barrister (France)	Professor of European Law
Eddy Ventôse, LL.B. (UWI); LL.M. (Cantab); D. Phil. (Oxon); Attorney-at-Law and Solicitor	Professor
Sampson Owusu, LL.B. (Ghana); LL.M., (Lond); BL (Ghana)	Senior Lecturer
Lesley Walcott, LL.B. (UWI); LL.M. (Lond); Leg Ed Cert; Attorney-at-Law	Senior Lecturer
Karen Nunez-Tesheira LL.B (UWI); PG Dip. Int'l Relation (UWI); Leg Ed Cert; Attorney-at-Law	Senior Lecturer
Nicole Foster, LL.B. (UWI); LL.M. (W.C.L); Leg Ed Cert; LL.M. (Cantab); Attorney-at-Law	Lecturer
Tom Durbin, LL.B. LL.M (Buckingham); Barrister	Lecturer
Alana Lancaster, BSc. LL.B. PG. Dip. Dev. Studies (UG); M. Nat. Res. Management (UNPHU); LL.M. (Dalhousie)	Lecturer

Westmin James LL.B. (UWI); LL.M (Cantab) Leg. Ed. Cert; Attorney-at-Law	Lecturer
Lana Ashby, LL.B. (UWI); LL.M. (Cantab)	Temporary Assistant Lecturer

FACULTY OFFICE

Karen Primus BSc. (UWI)	Administrative Assistant (Law)	417-4218
Lorna Payne, BSc.(UWI), MSc. (UWI)	Administrative Assistant (Projects)	417-4224
Lyn-Marie Bovell	Secretary	417-4215
Marcia Bradshaw BSc. (UWI)	Stenographer/Clerk	417-4220
Alicia Graham BSc. (UWI)	Stenographer/Clerk	417-4227
Janelle Nurse BSc. (UWI)	Stenographer/Clerk	417-4223
Mr. Beal Mapp	Stenographer/Clerk	417-4220
Tamara Springer	Stenographer/Clerk	417-4225

MONA

Derrick McKoy JP, LL.B. (UWI); LL.M. (Lond); M.B.A. (Barry); D.B.A. (NSU); PhD (Leic); Leg Ed Cert; Attorney-at-Law	Dean
Gilbert Kodilinye, B.A. (Oxon); M.A. (Oxon); LL.M. (Lond); Barrister-at-Law	Professor
Celia Brown-Blake, B.A. (UWI); LL.B. (UWI); M.A. (UWI); LL.M. (Lond); PhD (UWI); Leg Ed Cert; Attorney-at-Law	Senior Lecturer
Leighton Jackson, LL.B. (UWI); LL.M. (Sydney); D. Jur. (Osgoode); Leg Ed Cert; Attorney-at-Law	Senior Lecturer
Tracy Robinson, LL.B. (UWI); B.C.L. (Oxon); LL.M. (Yale); Leg Ed Cert;	Senior Lecturer

Attorney-at-Law

Natalie Corthésy, LL.B. (UWI); LL.M. (Lond);
Leg Ed Cert; Attorney-at-Law Lecturer

Suzanne Ffolkes-Goldson, B.A. (York);
LL.B. (UWI); BCL. (Oxon); Leg Ed Cert;
Attorney-at-Law Lecturer

Christopher Malcolm, LL.B. (UWI); LL.M. (Lond);
Ph.D. (Lond); MCIArb; Attorney-at-Law Lecturer

Janeille Matthews, B.A. (Villanova);
M.P.A. (Harv); J.D. (Harv); Attorney-at-Law Lecturer

ST. AUGUSTINE

John Jeremie, LL.B. (UWI); LL.M. (Lond.); Leg. Ed. Cert. Senior Lecturer

Christopher Arif Bulkan. LL.B (UWI); LL.M (Lond.); Ph.D. (York);
Legal Ed. Cert; (HWLS); Attorney-at-Law Lecturer

Sharon Legall, LL.B. (UWI); LL.M. (Osgoode); Ph.D. (Cantab.);
Legal Ed. Cert; (HWLS); Attorney-at-Law Lecturer

Alicia Elias-Roberts, LL.B. (U.G.); BCL (Oxon), LL.M. (Houston);
Leg. Ed. Cert; (HWLS) Lecturer

Timothy Affonso, LL.B. (UWI), LL.M. (UCL) Leg. Ed. Cert. Assistant Lecturer

PRINCIPAL OFFICERS OF THE UNIVERSITY

VISITOR

Her Majesty the Queen

PRINCIPAL OFFICERS OF THE UNIVERSITY

CHANCELLOR

The Hon Sir George Alleyne, OCC, MD, FRCP, FACP (Hons), Hon. DSc UWI

VICE-CHANCELLOR

Professor E. Nigel Harris,
BS Howard, MPhil Yale, MD U of Penn, DM UWI

CHAIRMEN, CAMPUS COUNCILS

Mr Paul Altman, GCM, BCH, JP, LLD
Dr Marshall Hall, CD, BSc Col, PhD Wis
Mr Ewart Williams, BSc, MSc UWI
Sir K. Dwight Venner, CBE, KBE, BSc, MSc, LLD, UWI – Open Campus

PRO-VICE-CHANCELLORS

Professor Wayne Hunte, BSc, PhD UWI
Professor Ronald Young, BSc, MSc UWI, PhD St Andrew
Professor Alvin Wint, BSc UWI, MBA Northeastern, DBA Harv
Professor Andrew Downes, BSc (Hons), MSc UWI, PhD Manc,

CAMPUS PRINCIPALS

Professor Sir Hilary Beckles, BA, PhD Hull – Cave Hill
Ambassador Professor The Hon Gordon Shirley, BSc UWI, MBA, DBA Harv - Mona
Professor Clement Sankat, BSc, MSc UWI, PhD, Guelph, MASAE, MAPETT, FIAGR – St Augustine
Professor Hazel Simmons-McDonald, BA, Dip . Ed UWI, MA (Ling),
MA (Dev Ed), PhD Stanford – Open Campus

DEPUTY CAMPUS PRINCIPALS

Professor V. Eudine Barribeau, BSc UWI, MPA New York, PhD Howard – Cave Hill
Mona - Professot Archibald McDonald
Professor Rhoda Reddock, BSc UWI, MSc ISS The Hague, PhD Amst – St Augustine
Professor Vivienne Roberts, BSc, DipEd UWI, MEd Tenn, PhD UWI – Open Campus,

UNIVERSITY REGISTRAR

Mr C. William Iton, BSc UWI, LLM Essex

UNIVERSITY BURSAR

Mr Archibald Campbell, BSc, MSc UWI, FAC

UNIVERSITY LIBRARIAN

Ms Jennifer Joseph, BA, Dip LS, Dip HR UWI, MLS Columbia,

DEPUTY UNIVERSITY REGISTRAR

Ms Cecile Clayton, BA UWI, Dip (Foreign Service) Oxf, MSc Amer Univ

PUBLIC ORATORS

Robert Leyshon, BA, MA, Cert Ed PGCE Lond, – Cave Hill
Brian Meeks, BSc, MSc, PhD UWI - Mona
Professor Surujpal Teelucksingh, MB BS, MBA UWI, FRCP Ed, PhD Edin, – St Augustine
Francis Severin, (M) BA, MSc, PhD UWI – Open Campus

PRINCIPAL OFFICERS OF THE CAVE HILL CAMPUS

CAMPUS PRINCIPAL

Prof. K.A. Hilary McDonald Beckles BA, PhD(Hull)

DEPUTY CAMPUS PRINCIPAL

Prof. V. Eudine Barriteau, BSc (UWI), M.BA(NYU), PhD(Howard)

CAMPUS REGISTRAR

Mrs. Jacqueline Wade, JP, BA (UWI), M.Sc (Manc)

CAMPUS BURSAR

Miss Lisa A.C. Alleyne, BA (UWI), M.Sc (Manc)

CAMPUS LIBRARIAN

Miss. Elizabeth Watson, BA (UWI), M.Sc(LIU), FCLIP

**THE LAW LIBRARY
UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS**

Address: Faculty of Law Library
University of the West Indies
Cave Hill Campus
P.O. Box 64
Bridgetown, Barbados.

Website: <http://lawlibrary.cavehill.uwi.edu/index.html>

Professional Staff:

Mr. Junior Browne, C.I.T., B.Sc., M.A., Librarian II,
Officer-in-Charge

Ms Waveney Webster - B.Sc Econ. Information and
Library Studies

Ms. Sheldine Greene, BSc. Management (UWI)

Telephones:

Law Librarian	(246) 417-4250/51
Circulation Desk	(246) 417-4245
Reference Librarian	(246) 417-4246
Acquisitions Librarian	(246) 417-4247
Workroom (Acquisitions)	(246) 417-4248
Cataloguing Librarian	(246) 417-4249
Fax:	(246) 424-1318

E-mail: Administration - lawlib@cavehill.uwi.edu
Acquisitions - acqlaw@cavehill.uwi.edu
Cataloguing - catlaw@cavehill.uwi.edu
Reference/Public Services - pubserv@cavehill.uwi.edu

NB: Students and members of the public are not permitted to receive or make calls from the library. There is a pay phone in the students' recreation area for this purpose.

LIBRARY HOURS

SEMESTER

Mondays - Fridays	9:00 a.m. - 10:00 p.m.
Saturdays	9:00 a.m. - 8:00 p.m.
Sundays	9:00 a.m. - 5:00 p.m.

SUMMER AND CHRISTMAS VACATIONS

Mondays - Fridays	9:00 a.m. - 6:00 p.m.
Saturdays	9:00 a.m. - 1:00 p.m.

Temporary changes will be posted in advance on the Law Library's front door.

ABOUT THE LAW LIBRARY

The Law Library is centrally located within the Faculty of Law, and forms an integral part thereof. With modern and functional facilities and a rapidly developing collection of West Indian and other Commonwealth legal materials, it is considered the premier legal library in the region.

The book collection - its first volumes acquired by gift from the Attorney General of the West Indies Federation Library in mid 1970 - now numbers in excess of 125,000 volumes. Significant benefactors include the British Overseas

Development Administration, the Canadian Bar Association, the Caribbean Law Institute (CLI), Ford Foundation, University of Virginia Law Library, York University Law Library, and most of the Commonwealth Caribbean Governments.

The collection can satisfy most of the ordinary research needs of the region. Its content reflects the West Indian common law legal heritage. Included are most of the statutes, law reports, texts, law revision commission reports, etc. of the major Commonwealth countries as well as a basic selection of American and civil law legal materials. Strong points are the English and Canadian sections. The Law Library subscribes to approximately 620 periodical titles and 400 law report, digest, statute and citator titles.

The collection's unique feature is the West Indian section, including approximately 36,000 unreported West Indian cases, theses, and research papers produced by staff and students. The library also has one of the most extensive collections of West Indian legislation in existence, including pre-1900 laws of the region which have been acquired on microfilm. The Law Library received substantial grants from the UWI Board for Graduate Studies and Research to fund this project in co-operation with the Department of History, the Main Library, Cave Hill, UWI, the Archives Department and the Barbados Public Library. Content lists to the laws on microfilm have been compiled.

The Library aims at providing a legal reference service for practitioners and researchers in general, in addition to supporting the teaching programmes at the Faculty of Law where approximately 425 students, including postgraduate students, are registered. Since 2005 the Library has maintained Carilaw, its own electronic database of regional cases. The range of cases is from the mid 1950s to 2007 with new cases being added on a weekly basis. The Library has access to several electronic resources which include Lexis Nexis, West Indian Reports Online, Index to Legal Periodicals, U.S Supreme Court Reports and U.N Treaty series.

LIBRARY SECURITY

A security guard is on duty during the Library's opening hours. The security guard may ask any person seeking entry into the library to identify himself/herself and to show material on leaving. U.W.I. students and staff from faculties other than law (who may not be known to the security guard) are expected to present current valid ID cards on request.

Outside Users (non-UWI staff or students) need permission from the Law Librarian to use the Law Library. The names of persons who are given the necessary permission are included on a list which is kept by the security guard and updated on a two weekly-basis.

Briefcases and other large bags are not to be brought into the Law Library, but must be left in the bag bay which is on the right side of the main entrance door. Any bag larger than 9" x 12" is considered a large bag and the security guard may ask its holder to remove valuables and leave the bag in the bag bay, or in a locker.

Lockers are provided in the student lobby and are available for a rental of \$20.00 per year (2 semesters). Students must remove their locks from the lockers by June 15 or the locks will be removed by the Law Library.

Please note that personal printers and scanners are not allowed in the Library. Laptops are allowed.

LAW LIBRARY MEMBERSHIP

The Law Library is primarily a reference library. Its primary users are students and staff of the University, who must bring current U.W.I. I.D. cards when registering. Other persons may use the Library with the permission of the Law Librarian.

Limited loan privileges are allowed as follows:-

(1) Teaching Staff, Faculty of Law

(a) Professors/Senior Lecturers/Lecturers

Persons in this category may have on loan at any given time two (2) reserve items with red strips on an overnight or weekend basis.

They may also have on loan up to eight (8) textbooks and treatises from the open shelves for up to six weeks.

The total number of overnight and open shelf items which teaching staff may have on loan at any time is as follows:

Professors/Senior Lecturers/Lecturers - 10 items

In addition, full time teaching staff may also borrow up to three bound volumes of law reports and periodicals on a two-hour per day basis for class use.

(b) Part-Time Tutors

Persons in this category may have on loan at any given time a maximum of two (2) items from the reserve collection with red strips on an overnight or weekend basis.

They may also have on loan at any given time a maximum of two (2) textbooks and treatises from the open shelves for up to two (2) weeks.

(2) Professional Law Library Staff

Persons in this category may borrow up to two (2) items from the reserve section with red strips on an overnight or weekend basis.

They may also borrow up to two (2) textbooks and treatises from the open shelves for up to two (2) weeks.

The total number of overnight and open shelf items, which professional Library staff may have on loan at any time, is 4 items.

(3) Graduate Students (Law)

Persons in this category may have on loan at any given time a maximum of two (2) items from the reserve collection with red strips on an overnight or weekend basis.

They may also have on loan at any given time a maximum of two (2) textbooks and treatises from the open shelves for up to two (2) weeks.

(4) Undergraduate Students (Law)

Persons registered as full-time law students and those pursuing a minor in law are permitted to borrow up to (2) items from the reserve collection. Other students with valid UWI ID cards are only permitted use of materials within the Library.

(5) Law School Students

Graduate Law Students enrolled in the Eugene Dupuch, Hugh Wooding and Norman Manley Law Schools are required to pay a caution fee of Bds. \$50.00 which entitles them to borrow two (2) items only on an overnight basis from the reserve collection. This deposit will cover the two years period at Law School.

On July 1 following their final year at Law School, students must pay an additional \$100.00 to be registered as outside users until the end of that calendar year, if they work as private practitioners. If they are employed in a government department their names must appear on the outside users list submitted by the Permanent Secretary of the department and then no additional fee is payable.

It will be assumed that students would have completed the Law School programme after two years, unless documentary evidence to the contrary is produced to the Law Librarian.

(6) Teaching Staff (other than Faculty of Law)

Persons from other U.W.I. Campuses are included in this category. To use the library, a valid UWI ID card must be given to the Security Guard on entry to the Library.

However, no borrowing privileges or access to computers will be allowed.

(7) Non UWI Students

Non-U.W.I. tertiary level students from Barbados and elsewhere must obtain permission to use the Law Library from the Law Librarian. No borrowing privileges are allowed.

(8) Local non-U.W.I. students registered in Accounting, Banking and other Programmes

(a) Inter-semester

Permission granted ONLY for: June 1 - August 31 & December 15 - January 15

\$40.00 per month or part thereof.

(b) During semester

Permission granted for no more than 4 days during any semester if there is a need to use Law Library materials - \$35.00 per period.

(9) Visitors from overseas academic institutions who are undertaking legal research

Members of the teaching staff or students of other academic institutions may use the Library free of charge for 1 to 3 days but permission must be sought.

Those who wish to use the Library for four (4) days to one (1) month must obtain permission and also pay a fee of \$40.00.

(10) Visitors from overseas non-academic institutions conducting legal research

\$40.00 per month or part thereof.

(11) Community College and High School Students

5th form, 6th form & Community College:

No general permission given to use Law Library. May be given access by Law Librarian for short periods if working on projects verified by the relevant college tutor. For Associate Degree students at the Community College arrangements may be made for interlibrary loans through Librarian, Community College.

(12) Outside Users (Barbados) (Includes Members of the General Public, Private Practitioners, Accounting Firms, Other Organisations and Government Departments)

Outside users are persons who, in writing, have sought and obtained the Law Librarian's permission to use the library. Permission is not given automatically and may be denied to persons who on previous occasions have failed to abide by the Law Library's rules or have been uncooperative and discourteous to Law Library staff.

The categories are as follows:

(a) Temporary users with no borrowing privileges. Users in this category may be given permission by the Law Librarian to use the library free of charge for between one (1) and two (2) days. The charge for three (3) days to one (1) month is \$40.00.

(b) Members of the Barbados Bar, other professional associations and organizations in Barbados who need to consult legal material on a regular basis. Individual users in this category are required to pay an annual fee of Bds\$300.00, with an additional \$25.00 for processing being paid by first time registrants. Where more than one employee of a firm or association is to be registered the fees are as follows:

2 users \$570.00 (5% discount)
3 users \$810.00 (10% ")
4 users \$1080.00 (10% ")
5 users \$1350.00 (10% ")
6 users \$1620.00 (10% ")
7 users \$1890.00 (10% ")

8 users \$2160.00 (10% “)
9 users \$2430.00 (10% “)

The annual fee is for a calendar year.

- (c) Employees of Government departments whose names are on an annual list submitted by the relevant Permanent Secretary or department head.

Outside users in categories (b) and (c) may have on loan at any time up to two items for two (2) weeks from the open-shelf textbook section. They may not borrow from any other part of the collection.

The fine for late return of these books is \$2.00 per day.

All loans are subject to recall by the Law Librarian at any time.

General Note on Loans

Please note that loans to outside users do not include unreported cases, law reports, periodicals, statutes, reference materials (including encyclopedias and digests in the R&S Section and bibliographies) nor reserve material with a yellow strip.

(13) Outside Users (Visiting from Overseas)

Persons in this category are usually given permission to use the Library on payment of Bds.\$35.00 per day. No borrowing privileges are allowed.

BORROWING PROCEDURES

READING ROOM MATERIAL

Reserve books, including theses, unpublished W.I. judgments, microfiche/microfilm and CD ROM being

borrowed for reading room use must be signed out at the circulation desk by filling out the Reading Room loan form (commonly called the 'blue slip'). This blue slip should be completely filled out before the item is issued. The book is to be returned to the Circulation Desk after use.

Blue slips must also be filled out for reserve books etc. which users wish to consult at the issue desk. Only two (2) items are allowed for reading room loan at any one time, and each item is only to be kept for two hours. If a student fails to return an item in this category to the issue desk after two hours and it is needed by another user a fine of \$1.00 must be paid.

If a student fails to return material borrowed for reading room use to the Issue Desk by the end of the day on which it is borrowed a fine of \$5 for that day and \$10 for each subsequent day that the book has not been returned to the Issue Desk must be paid.

OVERNIGHT BOOKS

A patron should first check the catalogue for the call number and fill in the overnight reservation form with the required details.

The patron must then give the form to the library assistant at the circulation desk. These reservation forms must be submitted between 9:00 a.m. and 5:00 p.m., and are treated on a first come, first serve basis. Only students in good standing will be permitted to borrow items.

Students must themselves hand in completed slips for items which they are reserving.

From Monday to Friday during semester a reservation is valid until 7:00 p.m., and if not claimed by the requester by that time, any other reader in good standing with the library may borrow the item requested.

An overnight book may not be borrowed for more than two (2) consecutive nights by the same person unless there are no other requests.

Between Monday and Friday during semester overnight books should be collected from the circulation-reference desk after 5:00 p.m. and returned by 10:00 a.m. of the date on which they are due.

An overnight book may be borrowed from 3 p.m. on Saturdays and Sundays.

The two book cards found inside the cover of the overnight book must be signed and left at the circulation desk when the book is collected.

A reader who has made a reservation on a weekday but is unable to collect the book between 5:00 p.m. and 7:00 p.m. may request, through the circulation staff, to have someone else collect the book. The requester must provide the name of the collector who must sign both cards in the book on the requester's behalf, and the collector must present an I.D. card.

An overnight book may be borrowed for reading room use during the day. There is a two-hour limit on Reading Room material which may be enforced particularly during examination periods. Overnight books which have been requested, if in use in the reading room, must be relinquished on request at 5 p.m. These may be exchanged for reading room copies, if any are available at the time.

When overnight loans are returned, students must ensure that Issue Desk staff checks back in the items. Students may request a copy of the cancelled borrowing slip as evidence that the book has been returned.

RENEWALS

Staff, postgraduate students and outside users who wish to keep books beyond the two week limit should return the item(s) to the library and have a new return date stamped on the date due card. On rare occasions these users may ask to have renewals done via the telephone.

BOOK RETURN

The Library's book return container is situated next to the entrance to the Law Library. You are urged to make use of this facility when the library is closed. Please note that the book return is closed on a daily basis at 9:00 a.m. Overnight books which are due at 10.00 a.m. are to be brought to the Issue Desk and not placed in the book return, or fines will be incurred.

FINES

Fines are charged for damage to, or late return of books as follows:

Undergraduate Students

Reserve Books

Overnight books must be returned by 10:00 a.m. on the date due. For student borrowers a fine of \$1.00 per hour per book becomes payable immediately thereafter, and fines continue to accumulate at the rate of \$1.00 for each subsequent hour or part thereof, starting at 10:00 a.m. Days on which the library is closed are excepted.

Graduate Students

Reserve books

As stated above for undergraduates.

Open shelf books

The fine for late return of books in this category is \$1 per day. Days on which the Library is closed are excepted.

Outsider Users

Open shelf books

Persons in this category whose items become overdue will pay a fine of \$2.00 per day for each overdue item. Days on which the Library is closed are excepted.

DAMAGE AND LOSS OF BOOKS

Unauthorized removal, minor damage or defacement of Law Library materials renders a user liable to a fine not exceeding Bds.\$25.00, at the discretion of the Law Librarian.

The reader must pay the cost of replacing a lost or seriously damaged book or other item, in addition to any fine which the reader may have incurred before reporting the loss or damage.

(UWI Calendar, Vol 1., 1978, p. 129, Regulation 15).

USERS IN BAD STANDING

All borrowing privileges are automatically suspended until all outstanding fines are paid, and overdue material returned. Failing this:-

Students

- (a) The Law Library will send a list of names to the Campus Bursar prior to the commencement of exams.
- (b) The student who is in bad standing prior to an examination period may not be permitted to sit examinations.

(c) The names of all those who are not in good standing with the library – that is, those who have failed to return overdue items or have failed to pay fines or the cost of items lost or damaged – will be submitted to the Principal for further action.

(d) In addition, the names of those in bad standing will be placed on the Law Library's entrance door.

Outside Users

If the user in bad standing is an Outside User he/she may be denied use of the Law Library by the Law Librarian.

CONDUCT IN THE LIBRARY

Eating, drinking and smoking are forbidden in the law library.

Sitting on tables, or propping feet on tables, chairs, etc. are forbidden.

Students will be permitted to reserve a place for one (1) hour only. On expiry of that time, if the student has not returned to his/her place, another student may use the place vacated.

Users are not permitted to use cellular phones in the Law Library.

Users are not permitted to lock the computers when they leave computer stations. If they do so, staff will disable the computers.

Students are not permitted to tamper with the Law Library's property.

Silence must be observed in the reading room. Any member of the Law Library's staff and the security guard may remind users of the need for silence.

Please note that the bell will be sounded on any occasion that the noise level becomes too high.

HANDLING OF LIBRARY BOOKS & MATERIALS

Reasonable care should be exercised when using library books and materials.

No person should remove, destroy or mutilate any part of a book or other material belonging to the library. Marking publications with pen or pencil is prohibited. Stacking more than five volumes of reports or statutes on a desk for personal use will not be permitted.

Reports and statutes must be reshelved after use. Any steps necessary to alleviate the problem of untidiness in the library will be taken. This will include CLOSING THE LIBRARY for specified periods.

CLOSING TIME

The bell is rung twice before closing: the first bell at 50 minutes before closing time and the second bell at 30 minutes before closing time. No borrowing whatsoever will be allowed after the second bell. Readers are reminded that they must leave the Law Library by ten (10) minutes to closing time.

METHODS OF ACCESS TO THE COLLECTION

(a) Unreported Commonwealth Caribbean Cases. These cases may be consulted on Carilaw (Caribbean Law Online) or hard copies requested at the Issue Desk.

(b) Reported Commonwealth Caribbean Cases. Available in bound volumes on the shelves or electronically (check Law Library's website).

(c) Other Cases. Available in bound volumes on the shelves or electronically (check Law Library's website).

(d) CARD CATALOG

All material catalogued in the Law Library prior to November 2002 is recorded in the Card Catalogue under one or more of the following heads: author (personal or corporate), subject, title, editor, compiler, translator, series.

The Catalogue is divided into two parts: The Author/Title Catalogue and the Subject Catalogue.

The Author/Title Catalogue records alphabetically by name, the person or corporate body responsible for the work in question. It also contains entries for titles, editors, compilers, translators and series, where such entries would contribute to the location of the material. All Periodicals are listed under their title.

The Subject Catalogue records material according to the subject or subjects dealt with. Arrangement is alphabetical. A 'See' reference card in the catalogue indicates that a given word or phrase is not used as a subject in this catalogue, but that the user should look under another term. A "See Also" reference means that additional material on a subject may be found under other headings. (e.g. FAMILY see also PARENT AND CHILD).

Textbooks and Periodicals listed in the card catalogue can be found by checking the call number, i.e. the group of letters and numbers in the top right hand corner of the card. Cards for primary materials bear a location stamp, REPORTS, STATUTES, etc. or REPORTS, STATUTES SECTION.

If a catalogue card is encased in a plastic RESERVE BOOK jacket, the book in question must be requested at the Circulation Desk.

(e) ELECTRONIC CATALOG

From the first Semester of 2003 students were able to search the electronic catalog on the Public Access computers in the Reading Room. Detailed instructions on using the catalog are available at each PC. The catalog can also be accessed via the internet at lawlibrary.cavehill.uwi.edu/index.html.

CLASSIFICATION SCHEME

The system of classification adopted by this library is the Moys Classification Scheme, which is in common usage in English Law Libraries. Books are grouped by subject, with an alphabetical symbol assigned to each. Here is an outline of the list of classes:-

CLASSIFICATION CLASS K: LAW LIST OF CLASSES

General and non-national legal systems

- K Journals
- KA Jurisprudence
- KB General and Comparative Law
- KC International Law
- KD Religious Legal Systems
- KE Ancient and Medieval Law

Modern (national) Legal Systems
Common Law Primary Materials

- KF British Isles
- KG Canada, U.S.A.
- KH Australia and New Zealand
- KJ West Indies

Treatises

- KL General
- KM Public Law
- KN Private Law

Other Modern Legal Systems

- KR Africa
- KS Latin America
- KT Asia and Pacific
- KV Europe
- KZ Non legal subject

Each subject is then broken down numerically to indicate specific aspects, for example:

- KM 31-440 Constitutional and Administrative Law
- KM 500-615 Criminal law and procedure
- KN 5-39 Contracts and torts
- KN 50-143 Property
- KN 150-198 Persons and social laws (includes Family law and industrial law)
- KN 210-235 Equity
- KN 250-349 Commercial Law
- KN 350-395 Civil Procedure (General Matters)

For periodicals, Moys class numbers generally follow an alphabetical arrangement by title of the periodical. To find periodical articles if you do not have references,

consult the Index to Legal Periodicals located at the end of the periodical section, or online on the UWI Law Library Home Page by clicking Electronic Resources and Index to Legal Periodicals.

SERVICES

(i) REFERENCE SERVICE

Public Services Staff can often help a user by:

- suggesting or searching for appropriate reference books, indexes and bibliographies;
- advising on problems of research method;
- pointing out additional or alternative source material;
- interpreting the card catalogue and other library records;
- assisting in locating answers to specific questions e.g. "Where can I find the Dominica 'Dreads Act'?"
- locating material on any of the electronic databases.

A research fee may be charged to the public for any research which takes more time than is normally allocated to a request.

Please note that library staff cannot do extensive research on points of law for individual patrons, or give legal advice.

Please note also that the Law Library's computers are to be used by law students and not by outside users in any category.

(ii) PHOTOCOPYING SERVICE

The library provides a photocopying service at a cost of 25 cents per exposure. All users are expected to locate and copy their own material. There is a 35% surcharge on

photocopying for institutions and individuals outside the University. Copying done by the Law Library for persons who are not members of the University, is charged at 40 cents per exposure.

Vendor Cards

The machines are operated by vendor cards. To obtain a vendor card a deposit of \$10.00 must be paid. Cards are then issued in denominations of \$10.00, \$20.00, \$30.00 and 50.00. Cards may be topped up from time to time. Cards may be purchased from one of the Public Services library assistants between the hours of 9:00 a.m. - 12:30 p.m. and 1:30 p.m. - 7:00 p.m.

The Law Library's policy is "NO REFUND ON VENDOR CARDS"

Outside users and staff copying for personal use (i.e. not for Law Library use) must purchase Xerox vendor cards.

Deposit Accounts

Outsider users, both overseas and local, must deposit a sum of BDS\$200.00 from which the cost of any copying done on their behalf is deducted. When the amount in a deposit account reaches BDS\$75.00 an outsider user is asked to provide another BDS\$125.00 to replenish the account.

Photocopying For UWI Departments & Libraries

If material is needed by a department or the Main or other library at the Cave Hill Campus, a photocopying form is completed, signed by the Head of Department and an account number is put on the form. This is treated as an invoice and sent to the Bursary for payment. If the form is not signed by the Head of Department then the requestor must pay for the material personally.

For Libraries at Mona and Cave Hill, an invoice is prepared and sent with any materials copied. Requests for short articles may be sent gratis with the permission of the Law librarian.

Please note this policy does not apply to:

The College of Bahamas
The Eugene Dupuch Law School
The Hugh Wooding Law School
The Norman Manley Law School
The University of Guyana

Clerical staff should pass any requests received from other libraries to the Public Services Librarian and it is the above guidelines which will be employed in relation to photocopying.

(iii) MICROFILM/FICHE SERVICE

The Law Library now has several of its serials titles in microform format, and as such the library provides a microfilm/fiche reader/printer service for its clientele.

Copies can be made at a cost of 35 cents per exposure. All users are expected to do their own copying. The library staff will train users how to use the machine.

(iv) BIBLIOGRAPHICAL AIDS

The Law Library is the publisher of the Consolidated Index of Statutes and Subsidiary Legislation in force in Commonwealth Caribbean Countries. Copies are available in the library and are sold throughout the region.

The Library also compiles and distributes quarterly lists of West Indian legislation and material catalogued and added to the collection. Staff members produce bibliographies from time to time. Copies of these are available in the library for consultation or may be offered for sale.

(v) COMMONWEALTH CARIBBEAN CASE LAW WEBSITE (Carilaw)

This is an electronic database of cases decided by the higher courts in the regions from the 1950's. It has been available since September 2003.

(vi) RESERVE COLLECTION

The Reserve Collection is located behind the Public Services Desk. It consists of recommended books and materials particularly relevant to courses offered by the Faculty, photocopied articles and cases, LL.B and LL.M theses, past exam papers, indices to West Indian statutes (WILIP Indexes), and Constitutions. The Caribbean Law Bulletin, Caribbean Law Review, West Indian Law Journal and current issues of legal periodicals and law reports (e.g. All England Reports, Weekly Law Reports) also form part of this collection.

Reserve Collection material is available for loan either for use in the reading room or overnight. Material which may be loaned overnight is identified by a red strip on the spine of the item. Reserve material for reading room use only is identified by a yellow strip; judgments by a blue strip, and theses by a yellow and blue strip. These reserve materials are not available for loan. All entry cards in the Card Catalogues denoting Reserve Collection material are encased in plastic jackets with "RESERVE BOOK" printed on them for ease of reference.

(vii) COMPUTER SERVICES

The Law Library currently has twenty-four (24) computers in the reading room for use by law students. These computers can all access the Internet, however print services are not available on the wireless computers. Four Stand-alone computers are dedicated to the Library's online catalogue.

NOTICES

Users are asked not to post any materials on the glass at the front of the library. This area is reserved for Library Notices. Any other notices should be posted on the notice board in the Student Recreation Area or on the notice board in the library. Permission for the latter case should be sought from the Public Services Librarian.

A NOTE TO TEACHING STAFF

In order to give the best possible service to your students we suggest that:-

- when preparing worksheets and reading lists for students you should check the Library's holdings and recommend quick purchase of required and recommended items not held by the Library;
- you should recommend the placing on reserve of any items to which you will be referring frequently, which are presently in the open stacks;
- you should inform the Public Services Librarian in advance of periodical articles and cases to which you intend referring students. We can then place additional Xerox copies of the articles and cases at the Circulation Desk;
- you should pass a copy of each reading list to the Public Services Librarian, so that the Library Assistants can be shown how to interpret difficult citations and locate the relevant items for students.



**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS
BARBADOS**

***A PUBLICATION OF STUDENT AFFAIRS
CAVE HILL CAMPUS, UWI***