

# GUIDE TO THE CATALOGUES AND INDEXES



**Inner Temple Library**

The information below should help to find the material you require, but if you need further assistance **please do not hesitate to ask the staff**. The Enquiry Point is off Room A.

For most straightforward enquiries the **Online Catalogue**, the **Quick Reference Guide** or the **Legal Subject Index** are the best sources to consult.

## **ONLINE CATALOGUE**

*(Available on all PCs)*

Almost all of the Library's holdings, except for some non-legal material and some older Commonwealth legal material, may be searched in the online catalogue.

For further information and guidance see the separate leaflet **Guide to the Online Catalogue** on the display rack in Room A.

## **QUICK REFERENCE GUIDE**

*(On panelling between Rooms A and B)*

A list of about 200 of the most important titles held, concentrating on legislation, law reports, journals and other serial publications. (Individual textbooks are largely excluded.) Precise locations are given – room and press-number.

Loose copies of the **Quick Reference Guide** are also available on the display rack in Room A if you would like to keep one to hand where you are working.

## **LEGAL SUBJECT INDEX**

*(Room B, in black binders, to the right of the window)*

An alphabetical list of subject headings, under which selected holdings are listed in chronological order. The emphasis is on current or recent material. It is particularly useful for finding out what textbooks are held on specific topics.

# CARD AND SHEAF CATALOGUE

*(Room B and at Enquiry Point)*

In most cases searching the online catalogue is all that is needed, but until transfer of records is completed it is sometimes necessary to search the card and sheaf catalogues.

Acquisitions up to 1960 are in the blue-bound **sheaf catalogue** (15 volumes) shelved at the Enquiry Point. Acquisitions from 1961-1991 are in the **card catalogue** in Room B. The date of a publication cannot always be taken as a reliable guide as to when it was acquired or catalogued.

**It is important to remember that you may need to consult both parts.**

Entries are under author (e.g. textbooks), title (e.g. journals and law reports) or jurisdiction (mainly legislation), as appropriate.

Where more than one edition of a title is held, entries are arranged chronologically with the earliest first.

Locations are indicated by pencilled press-marks in the left-hand margin of the sheaf catalogue and at the bottom left-hand corner of catalogue cards. Most press-marks consist of the abbreviated name of the relevant section or category, e.g. **HIST** = History. To find out where a section is located, consult the list and adjacent Library plan between Rooms A and B (on the wall panelling) or in Room B (beneath the sheaf catalogue).

# GENERAL SUBJECT INDEX

*(Times Corridor, Gallery)*

A complete index (up to 1992) of the Library's holdings under alphabetical subject headings. Entries give only the author, short-title and dates of editions. For fuller details, and particularly for press-marks, make a note of the author and look that up in the **online catalogue**. The online catalogue will provide quick and easy subject access to all material in the Library, except that for some non-law or early Commonwealth law titles it may be necessary to consult the card or sheaf catalogue.

# LEGAL ABBREVIATIONS INDEX

*(Room B)*

A comprehensive card index of legal abbreviations based on the major published sources. To find out whether items referred to are held in the Library consult the catalogues.

## OTHER INDEXES

A number of specialised card indexes are available. These are situated in Room B and include indexes to:

- ♦ **Command Papers 1991-1992** *(1993 onwards online in the Legal and Regulatory Developments Index (LRDI))*
- ♦ **House of Lords Appeal Cases Judgments 1940-1985**
- ♦ **Privy Council Appeals Judgments 1940-2005**
- ♦ **Statutory Instruments 1991-1992** *(1993 onwards online in the Legal and Regulatory Developments Index (LRDI))*

## UNION LISTS

Union lists which indicate the holdings of the four Inn Libraries (plus the Supreme Court Library) are available on the display rack in Room A. There are copies to take away (e.g. to keep in chambers).

Those available cover:

**Current Law Reports and Periodicals**

**Current Looseleaf Publications**

**Electronic Legal Resources (covers Inn Libraries only)**

The catalogues of the four Inn Libraries can also be accessed on the Internet at <http://www.innertemplelibrary.org/external.html>

The Inner Temple catalogue is accessed directly by a live link. Those of Gray's Inn, Lincoln's Inn and Middle Temple are updated on a weekly basis. They can be accessed live, if required, via the individual web site of each Inn.

