

GUIDE TO THE ONLINE CATALOGUES



Inner Temple Library

The Library System

The Library is using the UNICORN iLink system to provide automated web based access to its own catalogue, the catalogues of the other Inn Libraries, and three commercially produced databases.

Conversion of the Library's card and sheaf catalogues to the online catalogue began in late 1991 and the working law collection is now fully catalogued online. Some non-law titles remain to be added and members should consult the sheaf or card catalogues to find them.

The catalogue databases of Middle Temple, Lincoln's Inn and Gray's Inn Libraries are loaded onto the Inner Temple Library system, allowing the catalogues of all four Inns to be searched from one home page using the same method.


Three databases produced by Sweet & Maxwell are also loaded onto the system: **Legal Journals Index** (covering journal articles in UK, other European and Commonwealth law journals 1986-2002), **Legal and Regulatory Developments Index (LRDI)** (covering Parliamentary and government department information such as Acts, Command Papers, SIs and Official Press Releases 1993-2002), and **Current Law Cases** (a digest of case law including newspaper law reports 1947-2002). Access to data from 2003 onwards is provided by a link on the home page to Sweet & Maxwell's CLI web site.

Library users can access all the above on all the PCs in the Library.

Using the Online Catalogue

Quick Search

Click on  to display the opening screen



Inner Temple Library

Library Catalogues
Inner Temple, Gray's Inn, Lincoln's Inn, Middle Temple

CLI Databases
Current Law Cases, Legal Journals Index, LRDI and CLI Online

Current Awareness Weblog
Legal News selected by Inner Temple Library

AccessToLaw
Legal Resources selected & annotated by Inner Temple Library

- ◆ Click on **Inner Temple Library Catalogue**. This will open the **Quick Search** screen
- ◆ Type in the **words or phrase** required (author, title, subject, series)
- ◆ Be as precise as possible in the choice of search terms as the words or phrase option will search the entire database
- ◆ Use \$ to truncate words (e.g. insur\$ will find: insurance, insured, insurer(s))

Inner Temple Library Catalogue

Quick Search Full Search Author/Title Search Browse

Go Back Choose Another Database

Quick Search

motor insurance Words or Phrase Search

Displaying Search Results

If more than one item is retrieved, a list of records in chronological order, with the most recent first, will display.

Inner Temple Library Catalogue

Quick Search Full Search Author/Title Search Browse

Go Back Previous Next Cross References Print Saved Records Choose Another Database

Search Results

Words or Phrase "motor insurance" found 6 items.

#1	The law of motor insurance / Robert Merkin, Jeremy Stuart-Smith MERKIN, Robert TEXTS Room H	2004
#2	Bingham and Berrymans' motor claims cases 11th ed. / Paul J. Taylor, Timothy G. Oliver, Michael Pether BINGHAM, Leonard TEXTS Room H	2000
#3	Fire and motor insurance 4th ed. IVAMY, E. R. Hardy TEXTS Room H	1984

If there are several screens of records, click on **Previous** or **Next** to move from screen to screen.

To see the **full details** of a record, click on **Details**.

The screenshot shows the 'Inner Temple Library Catalogue' interface. At the top, there is a navigation bar with links for 'Quick Search', 'Full Search', 'Author/Title Search', and 'Browse'. Below this, a secondary navigation bar includes 'Go Back', 'Previous', 'Next', 'Cross References', 'Change Display', 'Print Saved Records', and 'Choose Another Database'. The main content area is divided into two tabs: 'Item Information' and 'Catalogue Record'. The 'Catalogue Record' tab is active, displaying the following details for a book:

- Title:** The law of motor insurance / Robert Merkin, Jeremy Stuart-Smith
- Author:** MERKIN, Robert
- Collection:** TEXTS
- Location:** Room H
- Personal author:** MERKIN, Robert
- Title:** The law of motor insurance / Robert Merkin, Jeremy Stuart-Smith
- Imprint:** London : Sweet & Maxwell, 2004
- Collation:** lxxvii, 892p.
- Series:** INSURANCE practitioners library
- Subject:** MOTOR INSURANCE
- Editor/add. author:** STUART-SMITH, Jeremy
- ISBN:** 0421839309

To the left of the record details, there is a 'Save Record' button.

To go back to the **brief details** click on **Go Back**.

Other Search Options

Other search options available are **Author/Title**:

The screenshot shows the 'Inner Temple Library Catalogue' interface with the 'Author/Title Search' option selected in the top navigation bar. The search form is titled 'Author/Title Search' and contains the following fields and buttons:

- Author:** A dropdown menu set to 'Author' and a text input field containing 'thomas'.
- Title:** A dropdown menu set to 'Title' and a text input field containing 'sentencing'.
- And:** A dropdown menu set to 'And'.
- Search:** A button to execute the search.
- Clear:** A button to clear the search fields.

The navigation bar also includes 'Quick Search', 'Full Search', and 'Browse' options. Below the search form, there are 'Go Back' and 'Choose Another Database' links.

and Full Search:

The screenshot shows the 'Inner Temple Library Catalogue' search page. At the top, there is a navigation bar with 'Quick Search', 'Full Search' (highlighted), 'Author/Title Search', and 'Browse'. Below this, there are links for 'Go Back' and 'Choose Another Database'. The main search area is titled 'Full Search' and contains five input fields with dropdown menus for search criteria: 'Words or Phrase', 'Author', 'Title', 'Subject', and 'Series'. The 'Author' field contains 'wilkinson' and the 'Subject' field contains 'road traffic'. Each field has an 'And' dropdown menu to the right. At the bottom of the search area are 'Search' and 'Clear' buttons.

Printing

Selecting Individual Records

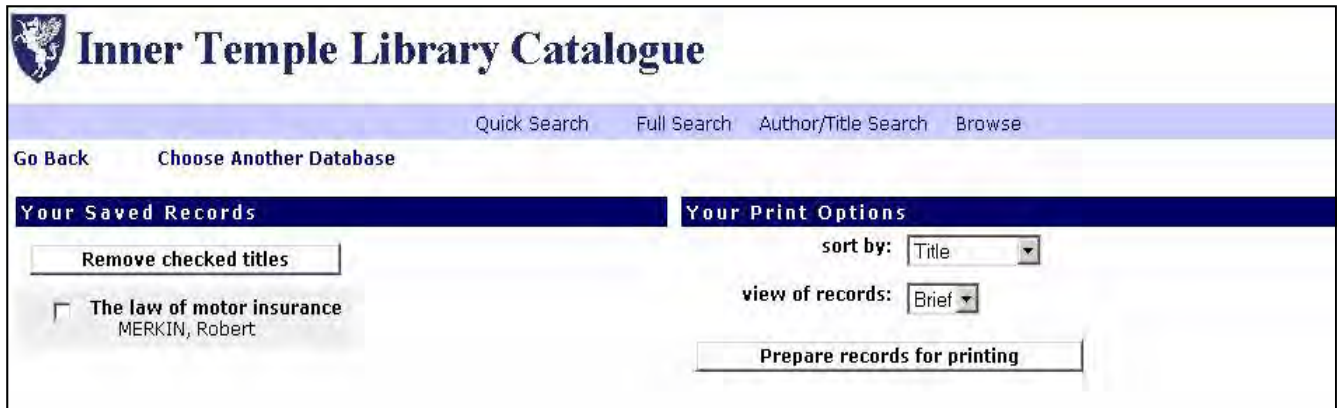
- ◆ Click on the **Save Record** of each item to be printed. The checkbox will now say **Remove**
- ◆ Click on **Print Saved Records**

The screenshot shows the search results page for the Inner Temple Library Catalogue. The search criteria were 'Words or Phrase "motor insurance" found 6 items.' The results are listed as follows:

Item #	Title / Author	Year
#1	The law of motor insurance / Robert Merkin, Jeremy Stuart-Smith MERKIN, Robert TEXTS Room H	2004
#2	Bingham and Berrymans' motor claims cases 11th ed. / Paul J. Taylor, Timothy G. Oliver, Michael Pether BINGHAM, Leonard TEXTS Room H	2000

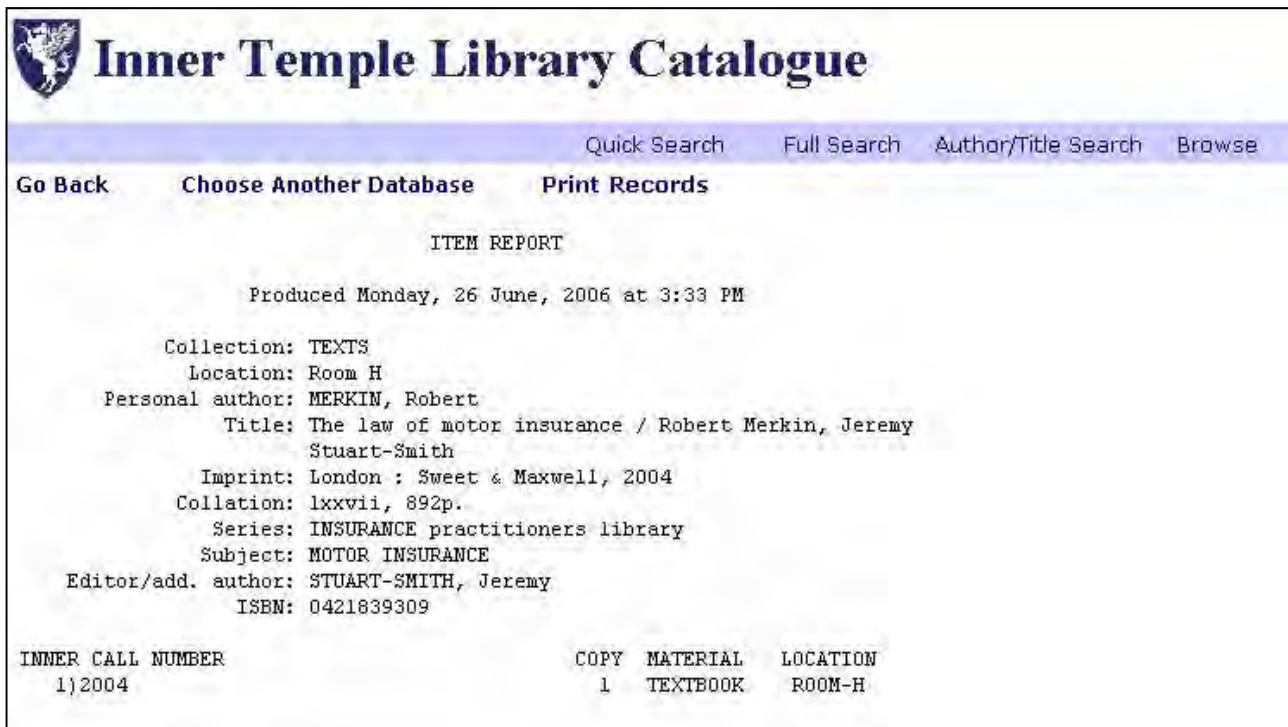
For item #1, there is a 'Details' button and a 'Remove' button. For item #2, there is a 'Details' button and a 'Save Record' button.

You will be presented with a screen similar to the one below:



The screenshot shows the 'Inner Temple Library Catalogue' interface. At the top left is a crest logo. The main title 'Inner Temple Library Catalogue' is in a large, bold, serif font. Below the title is a navigation bar with links for 'Quick Search', 'Full Search', 'Author/Title Search', and 'Browse'. Underneath this bar are links for 'Go Back' and 'Choose Another Database'. The interface is divided into two main sections: 'Your Saved Records' on the left and 'Your Print Options' on the right. In the 'Your Saved Records' section, there is a button labeled 'Remove checked titles' and a list item with a checkbox: 'The law of motor insurance' by 'MERKIN, Robert'. In the 'Your Print Options' section, there are two dropdown menus: 'sort by:' set to 'Title' and 'view of records:' set to 'Brief'. At the bottom of this section is a button labeled 'Prepare records for printing'.

- ◆ Select the **View of Records** and then choose the **Full** or **Brief** option
- ◆ Click on **Prepare Records for Printing**
- ◆ A window will open, with the selected records displayed, ready for printing

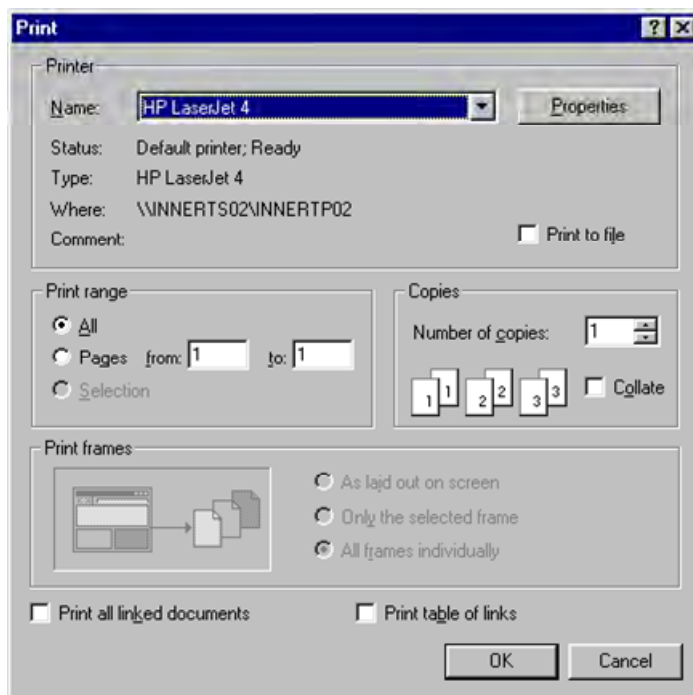


The screenshot shows the 'Inner Temple Library Catalogue' interface displaying an 'ITEM REPORT'. The title 'Inner Temple Library Catalogue' is at the top left. The navigation bar includes 'Quick Search', 'Full Search', 'Author/Title Search', and 'Browse'. Below this are links for 'Go Back', 'Choose Another Database', and 'Print Records'. The main content area is titled 'ITEM REPORT' and shows the production date: 'Produced Monday, 26 June, 2006 at 3:33 PM'. The report details are as follows:
Collection: TEXTS
Location: Room H
Personal author: MERKIN, Robert
Title: The law of motor insurance / Robert Merkin, Jeremy Stuart-Smith
Imprint: London : Sweet & Maxwell, 2004
Collation: lxxvii, 892p.
Series: INSURANCE practitioners library
Subject: MOTOR INSURANCE
Editor/add. author: STUART-SMITH, Jeremy
ISBN: 0421839309

At the bottom, there is a table with three columns: 'INNER CALL NUMBER', 'COPY MATERIAL', and 'LOCATION'. The data in the table is:

INNER CALL NUMBER	COPY MATERIAL	LOCATION
1)2004	1 TEXTBOOK	ROOM-H

- ◆ Click on **Print Records**



Gray's Inn, Lincoln's Inn and Middle Temple Library Catalogues

The catalogues of all four Inns of Court Libraries are accessible from the home page. (Click on **Home** if anything else appears on the screen.)

To move from one catalogue to another simply click on **Choose another database**, and choose the catalogue required. Search these catalogues in exactly the same way as Inner Temple Library's.

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.

Cardiff Index to Legal Abbreviations

Maintained by Cardiff University Information Services, this is an extensive index to legal abbreviations and citations, covering publications from the British Isles, the Commonwealth and the United States as well as selected foreign language material.



Current Law Cases, Legal Journals Index/ Legal and Regulatory Developments Index

Inner Temple Library has electronic versions of these three Sweet & Maxwell databases on its network. These include data up to the end of 2002.

From the home page click on CLI Databases and then click on the database required and search in exactly the same way as for library catalogues on the system. Separate guides are available for each of these databases.

For data from 2003 onwards the home page provides a link to the CLI web site.

When leaving any catalogue or database, click on **Home** to return to the opening screen.

Internet Access to the Library Catalogues

The catalogues of the four Inns of Court Libraries can be accessed at www.innertemplelibrary.org/external.html

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