

Student Guide



Inner Temple Library

Inner Temple Library



Opening Hours

Legal Terms

Monday - Thursday 9.00 a.m. - 8.00 p.m.

Friday 9.00 a.m. - 7.00 p.m.

Outside Legal Terms

The Library is closed for the second half of August. For the remainder of August and September the opening hours are 9.00 a.m. - 5.30 p.m. Monday to Friday.

Details of opening hours around public holidays are posted in advance at the Library entrance. It is occasionally necessary to close the Library earlier than usual, e.g. on Grand Day in the Autumn term.

Saturday Opening

One of the four Inn Libraries opens from 10.00 a.m. to 5.00 p.m. on each Saturday during legal terms.

Entry to the Inner Temple on Saturdays is via the Tudor Street gate only.

For more information visit the [Opening Hours](#) page of the Library web site: www.innertemplelibrary.org.uk or pick up a Saturday Opening Calendar from the Library.

Virtual Tour

For new members wishing to familiarise themselves with the layout of the Library and its collections and services, a virtual tour is available via the home page of the Library web site.

Admission

Student members of all four Inns are welcome to use the Inner Temple Library.

Collections

Library Stock

Statutes, law reports, textbooks (including old editions) and journals relating to the law of England and Wales form the bulk of the Library's holdings. In addition there are significant collections of Scottish and Irish law, EU law, International law and Parliamentary materials (Hansard, Command Papers and Bills).

It should be noted that the collections are for reference only.

Special Collections

The Library holds a large collection of Commonwealth law. This forms part of a specialisation scheme under which each of the four Inns attempts to cover in depth an area outside English law. The responsibility for Commonwealth law is shared with Lincoln's Inn, which also holds an extensive collection of Parliamentary material. Middle Temple covers both EU law and US law, and Gray's Inn International law.

Littleton Building

Much of the Library's older legal material, together with the non-law collections (history, biography, heraldry, genealogy, topography and literature) and bound volumes of The Times from 1811 to 1952 and 1984 to May 1991, is housed away from the main Library in the basement of the Littleton Building. This material is accessible between 10.00 a.m. and 5.30 p.m. on application to staff at the Enquiry Point.

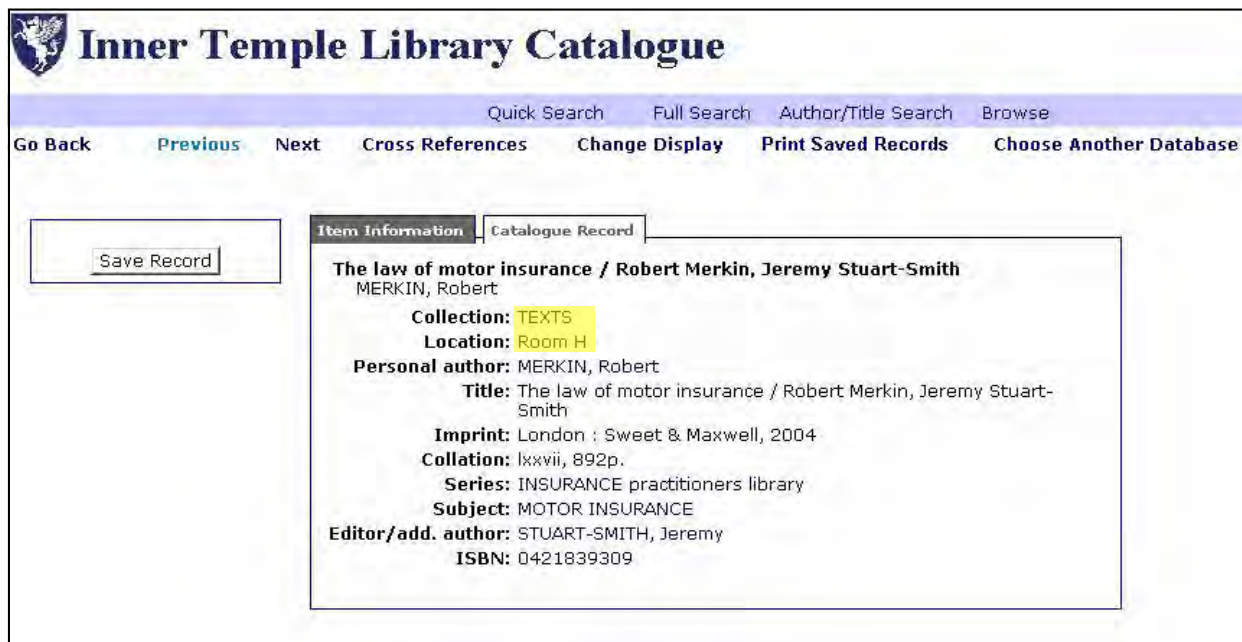


Finding the materials you need

Most periodicals (law reports and journals) in common use are listed on the white A4 [Quick reference guide](#). This will give you the Room where a title is housed, indicated by a letter, and the bay number.

For other materials, such as textbooks, you will need to consult the online catalogue (www.innertemplelibrary.org/external.html). There is no subject classification scheme. The Library's holdings are arranged in broad categories or collections, such as TEXTS (practitioners' textbooks) and JNLS (legal journals). Within each collection the arrangement is alphabetical: by title for periodicals and by author for monographs.

The name of the collection appears at the top of each entry in the catalogue. To locate a collection within the Library, look at the Guide to Main Collections on the wall between Rooms A and B or at the top of the stairs to the Gallery level. This will give you the room and bay numbers.



The screenshot displays the 'Inner Temple Library Catalogue' interface. At the top, there is a navigation bar with options: 'Quick Search', 'Full Search', 'Author/Title Search', and 'Browse'. Below this, a secondary bar contains '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' (selected) and 'Catalogue Record'. A 'Save Record' button is visible on the left. The selected record is for 'The law of motor insurance / Robert Merkin, Jeremy Stuart-Smith'. The author is listed as 'MERKIN, Robert'. The collection is 'TEXTS' (highlighted in yellow), and the location is 'Room H'. The personal author is 'MERKIN, Robert'. The title is 'The law of motor insurance / Robert Merkin, Jeremy Stuart-Smith'. The imprint is 'London : Sweet & Maxwell, 2004'. The collation is 'lxxvii, 892p.'. The series is 'INSURANCE practitioners library'. The subject is 'MOTOR INSURANCE'. The editor/add. author is 'STUART-SMITH, Jeremy'. The ISBN is '0421839309'.

The pink A4 list of [Current law reports and periodicals](#) gives details of the holdings of all four Inn Libraries. Remember however that it only covers titles that are still published. The green list of [Current loose-leaf publications](#) does the same for loose-leaves. These and the other Library guides are available in room A. They are also available in PDF format and can be downloaded from the Library's web site.

PLAN OF MAIN FLOOR

Main Floor Collections & Bay Nos

Entrance
Reference Books

Rooms A & B
Journals & Pamphlets 1-29

Room C
EU Law 73-75 & 30-45
Dictionaries 45-48
Old (pre-1865) Law Reports 48-61
International Law 62-71
Human Rights 71-73

Room D
Law Reports & Digests 76-121
Atkin's Court Forms 121
Encyclopaedia of Forms and Precedents 121-122

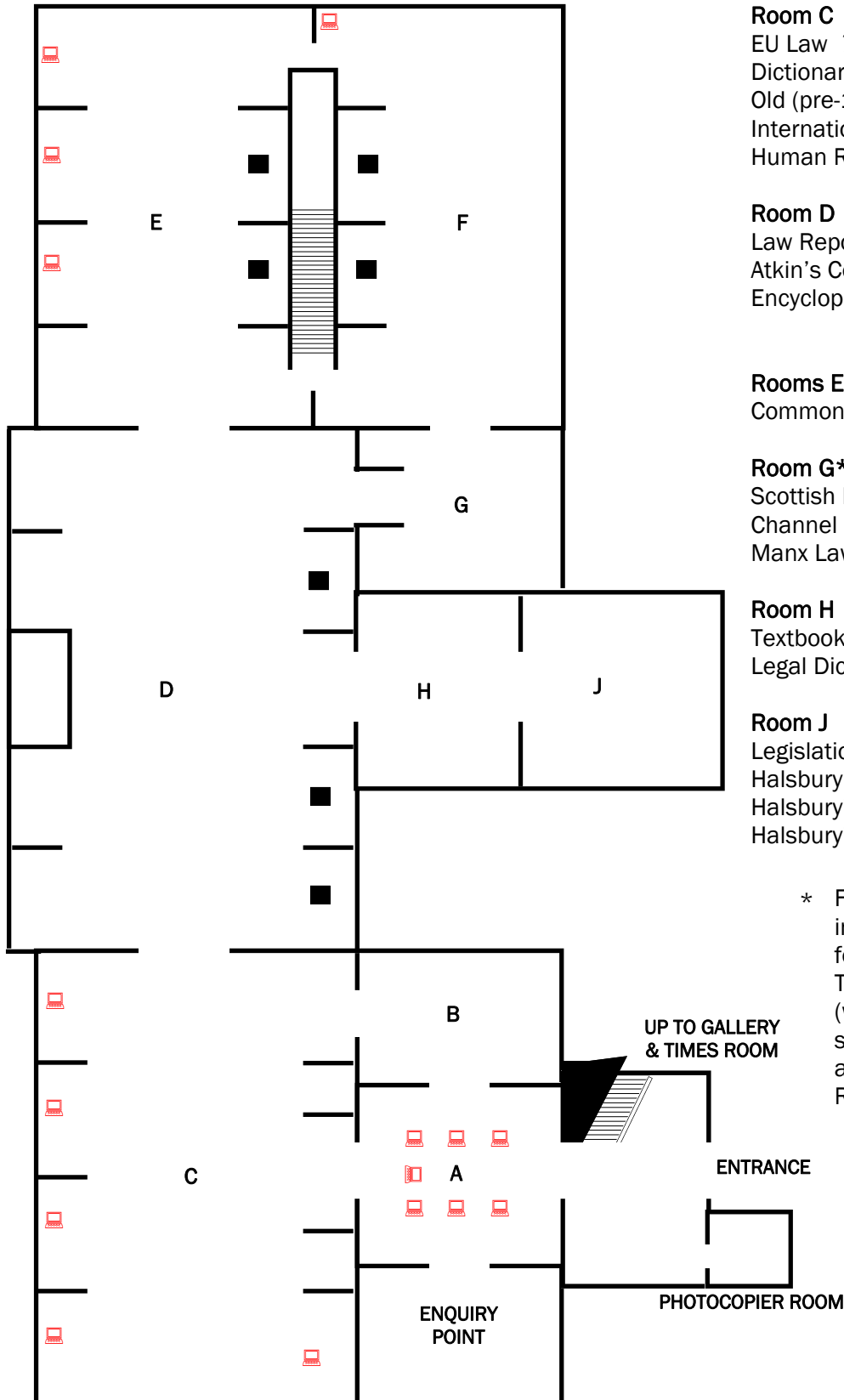
Rooms E* & F*
Commonwealth Law 123-197

Room G*
Scottish Law, Irish Law 198-212
Channel Islands Law 212-214
Manx Law 214

Room H
Textbooks 217-240
Legal Dictionaries *show case*

Room J
Legislation 242-267
Halsbury's Statutes 250-254
Halsbury's SIs 261
Halsbury's Laws 262-266

* Floor sockets have been installed in these rooms to allow for the use of laptop computers. The **window tables** in Room D (where there are sockets in the skirting) may also be used. Wi-Fi access is also available in Rooms F and G.



 - Computers

PLAN OF GALLERY LEVEL

Gallery Level Collections & Bay Nos

Room A

Local Acts 300-313

Constitutional Law 314-315

Jurisprudence 315

Room B

Legal Miscellany 327-328

Room SL

Medico-Legal 329-331

Legal History 332-335

Legal Biography 336-339

Inns of Court 339-340

Gallery South

Hansard 341-395

(continues in Gallery North 441)

Gallery North

Parliamentary Papers 442-477

Miscellaneous Legislation 478-482

Law Commission Reports 480-481

Times Corridor

Newspaper law reports

Privy Council Appeals

Times Room


The Times newspaper

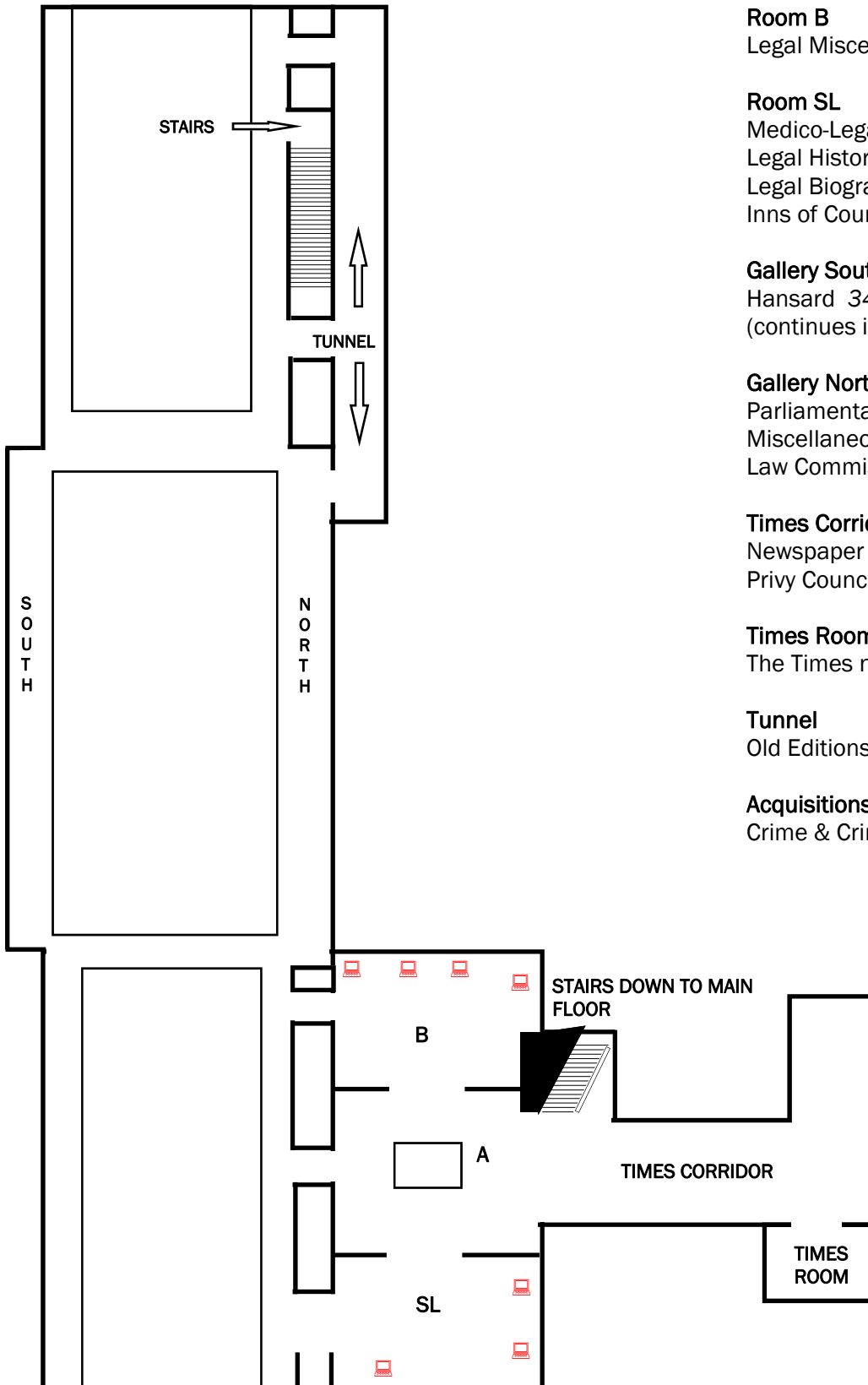
Tunnel

Old Editions 396-435

Acquisitions Office

Crime & Criminology

 - Computers



Legal Research FAQs

A legal research frequently asked questions section is available on the Library's web site and can be accessed via the home page. The questions and responses cover UK and EU case law and legislation and treaties and are based on questions frequently asked of the staff at the Library's Enquiry Point. Suggestions for both print and electronic sources are included.

Staff based at the Library's Enquiry Point can also assist with legal research enquiries.

Electronic Services

Online Catalogues

Internet access to the catalogues of the four Inn Libraries is available at www.innertemplelibrary.org/external.html

Information about holdings of current law reports, journals, loose-leafs and electronic services in the four Inns can be found via the [Inns of Court Libraries](#) page of the Library web site.

Internet

Internet access for legal research is available on all of the PCs in the Library. The Library subscribes to a number of commercial services including:

All England Direct

Casetrack

Criminal Law Week

Current Legal Information

Electronic Immigration Network

Halsbury's Laws Direct

JustCite

Justis.com

Lawtel

Legislation Direct

LexisNexis Professional

The Times & Sunday Times

Westlaw UK

CD-Roms

Databases available on CD-Rom within the Library include: Archbold, Current Legal Information, Kemp & Kemp and the White Book.

Passwords

Most online subscription sites in use in the Library can be accessed without entering a user ID/password. Please do not use your own Athens log-in and password to access subscription sites within the Library.

AccessToLaw

www.accesstolaw.com

The Library's gateway site provides annotated links to selected UK, Commonwealth and worldwide legal resources, including legislation, case law, commentary and organisations. The content is selected, annotated and updated quarterly by Library staff.

Current Awareness Weblog

www.innertemplelibrary.wordpress.com

The Library's current awareness weblog provides up-to-date information on new case law, changes in legislation and legal news. The content is selected, indexed and updated daily by Library staff.

Facebook

www.facebook.com/innertemplelibrary

The Library's Facebook page includes information on services, news, events and useful links.

Word Processing

There are 7 PCs in the gallery which can be booked for word processing and access to email. Please ask at the Enquiry Point.

Printing

All printing from the PCs in the Library is directed to the printer at the Enquiry Point. The charge is 10p per sheet.

Laptops

Laptop computers may only be used in Rooms E, F and G (where there are sockets under the tables) and the window tables in Room D (where there are sockets in the skirting). Wi-Fi access is available in Rooms F and G.

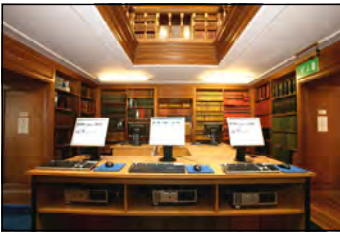
Photocopiers

There are two self-service photocopying machines near the Library entrance. They accept either coins (10p per copy) or pre-paid rechargeable currency cards (8p per copy). Cards cost £5.00 and are pre-charged with 50 credits. Change and currency cards are available from the Enquiry Point.

Remember that you must comply with the restrictions imposed by copyright legislation: see the notices in the photocopying area.

Mobile Phones

Users of the Library are reminded that the use of mobile phones is not permitted within the Library or on the landings. Please ensure that they are switched off before entering the Library.



Accessibility

There is flat wheelchair access to the Library building. The main Library is on the second floor, access is either via lift (which will accommodate a wheelchair) or stairs.

One of the PCs in Room A is located on a low-level table so as to be accessible to wheelchair users. This PC also has various facilities for visually impaired users, including a 21-inch screen and JAWS screen-reading software. A large keyboard and earphones are available on request.

One of the PCs in Room C also has a large screen and is connected to a desktop video magnifier. Features of the magnifier include a split screen capability (enabling use of the magnifier and computer on the same screen), automatic focussing and magnification from x2 to x30. A portable induction loop for the hearing impaired is available on request from the Enquiry Point.

Staff will be pleased to assist any reader who is unable to access the material or equipment they require, e.g. material on high shelves, photocopier controls, books on the Gallery level (to which there is no lift access).

(Please see our separate Accessibility Sheet for more information.)

Staff

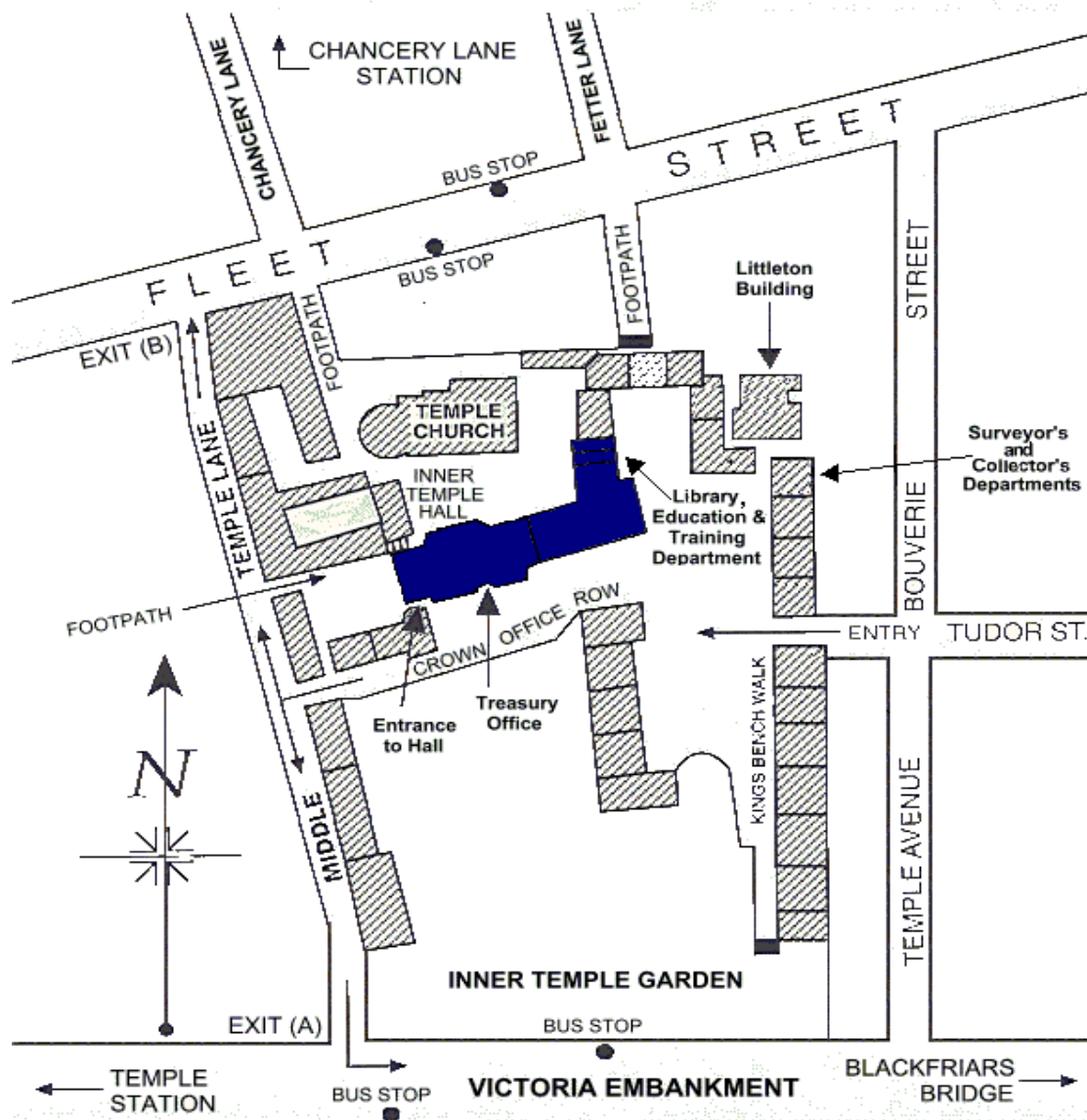
Please ask if you need any assistance. We try to keep the Enquiry Point (off Room A) staffed at all times.

Librarian	-	Margaret Clay
Deputy Librarian	-	Tracey Dennis
Systems Librarian	-	Peter Higgins
Assistant Librarians	-	Michael Frost
	-	Sally McLaren
Senior Library Assistant	-	Simon Hindley
Library Assistants	-	Anne McGeary Carvell
	-	Rebecca Ramsbottom
Library Administrator	-	Tina Denby

Feedback

We welcome comments on the Library's services and these can be made direct to staff at the Enquiry Point, by email or Facebook posting, or via the Suggestions Box situated just inside the Library entrance.

ACCESS TO INNER TEMPLE LIBRARY



The Honourable Society of the Inner Temple
The Library
Inner Temple
London
EC4Y 7DA

Tel: 020 7797 8217/8218/8219
Fax: 020 7583 6030 / 020 7797 8224
Email: library@innertemple.org.uk
Web Site: www.innertemplelibrary.org.uk
Catalogue: www.innertemplelibrary.org/external.html