

LIBRARY ANNUAL REPORT 2006

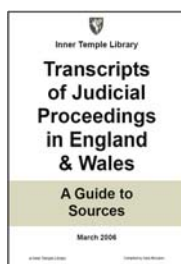
Library Services

The Library enquiry desk dealt with over 6000 enquiries from barristers, students and researchers in 2006. Enquiries are now back to 2004 levels. Though the increase for 2005 has not been maintained, research enquiries have tended to become more complex - for instance enquiries on extensions and status of treaties, where very little bibliographic information is provided and answers are required immediately.

The Library did not close as usual for the last two weeks of August, because Middle Temple Library was closing for seven weeks from the beginning of August to allow for a major loft conversion project to be carried out. Members and tenants accustomed to using Middle Temple Library were able to use Inner Temple Library throughout the long vacation.

The Library's distance service continues to provide photocopies and faxes in response to requests from members based outside the Inns. The majority of the users are based in the UK, but requests during 2006 also came from members in the Channel Islands and Isle of Man, Gibraltar, the Caribbean, Hong Kong and Sri Lanka.

The quarterly electronic **Newsletter**, which was launched during Summer 2005, continues to receive positive feedback. It is sent out to over 3000 Inner Temple members and Temple tenants. The newsletter allows us to communicate directly with members on changes to services and to focus on individual legal collections, as well as enabling us to publicise the Library's historical collections and its treasures to a wider audience.



The Library has produced a guide for those wishing to obtain transcripts of the proceedings of courts and tribunals in England and Wales. It is available free of charge as a PDF document. Great interest has been shown in the new guide which was produced by Sally McLaren (Assistant Librarian). Over 200 law firms, chambers, courts and academic libraries, as well as individual barristers, have requested a copy.

During the year Library staff continued to work with SIRSI, suppliers of the library management system, to complete a data conversion project started in 2005. This involved reloading the three CLI databases onto our server in a completely new format, together with the other three Inns' catalogue data, and entailed a great deal of painstaking preparatory work and negotiation between ourselves and SIRSI. Once the formats of the databases and catalogues had been agreed and the conversion work had been successfully carried out, the public access interface of the online catalogue was upgraded from WebCat to ILink. One reason for changing the interface was that the suppliers had indicated they would not continue to support WebCat indefinitely and the other Inns had already moved to the ILink interface, so the change would introduce more consistency for users of the four Libraries. The project could not have been completed without the detailed work on formats and data checking carried out by Michael Frost (Assistant Librarian) and Simon Hindley (Senior Library Assistant) and the in-house customisation of the standard version of ILink carried out by Peter Higgins (Systems Librarian), which resulted in much clearer screen formats, guiding and labels. The ILink user interface was also customised to make it similar to the Library's web site, using the same banners, colours, fonts etc. wherever possible.



The screenshot shows the search interface of the Inner Temple Library Catalogue. At the top, there is a banner with historical images. Below it, the title "Inner Temple Library Catalogue" is displayed. A navigation bar includes "Quick Search", "Full Search", "Author/Title Search", and "Browse". Below the navigation bar, there are links for "Go Back" and "Choose Another Database". The main search area is titled "Full Search" and contains five input fields: "Words or Phrase" (with "copyright" entered), "Author" (with "Padfield" entered), "Title", "Subject" (with "archives" entered), and "Series". Each field has a dropdown menu and an "And" button to the right. At the bottom of the search area are "Search" and "Clear" buttons. A copyright notice at the bottom reads "System copyright © 2006, Inner Temple Library and Sirsi Corporation".



The screenshot shows the item details page for the search results. At the top, there is a banner with historical images. Below it, the title "Inner Temple Library Catalogue" is displayed. A navigation bar includes "Quick Search", "Full Search", "Author/Title Search", and "Browse". Below the navigation bar, there are links for "Go Back", "Previous", "Next", "Cross References", "Change Display", "Print Saved Records", and "Choose Another Database". On the left side, there is a "Save Record" button. The main content area is titled "Item Information" and "Catalogue Record". The details for the item are as follows:

Copyright for archivists and users of archives
 PADFIELD, Tim
Collection: BIBLIOG.
Location: Enquiry point
Personal author: PADFIELD, Tim
Title: Copyright for archivists and users of archives
Edition: 2nd ed.
Imprint: London : Facet, 2004
Collation: 270p.
General note: Reprinted, 2005
General note: First ed. published Richmond : Public Record Office, 2001
Subject: ARCHIVES
Subject: COPYRIGHT
ISBN: 1856045129

A copyright notice at the bottom reads "System copyright © 2006, Inner Temple Library and Sirsi Corporation".

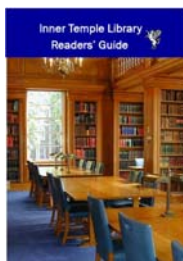
Statistics on Internet use show the most popular subscription services are still Westlaw, Lexis and Lawtel.

Library staff continue to work on selecting, annotating and updating content for AccessToLaw (www.accesstolaw.com), the Library's gateway site. Matthew Reeve, Chairman of the Bar Liaison Committee, has described this resource as 'an extremely useful research tool and one many members of the Committee have now come to rely upon.' Adrian Blunt, recently retired Deputy Librarian, has agreed to continue as part of the team providing content for the site and his contributions will be invaluable.

Open days have been held at the Library to allow trainers from Justis and LexisNexis Butterworths to demonstrate their products and to update users on changes to databases.

The number of PCs available in the Gallery for word processing (email and Internet access) has been increased to seven to meet demand. There were 921 requests to use word processing PCs, as against 372 in 2005.

Students and Pupils



New editions of the **Readers' Guide** and **Student Guide** have been produced. The Student Guide was included in the Education and Training information pack which was given to all new BVC students.

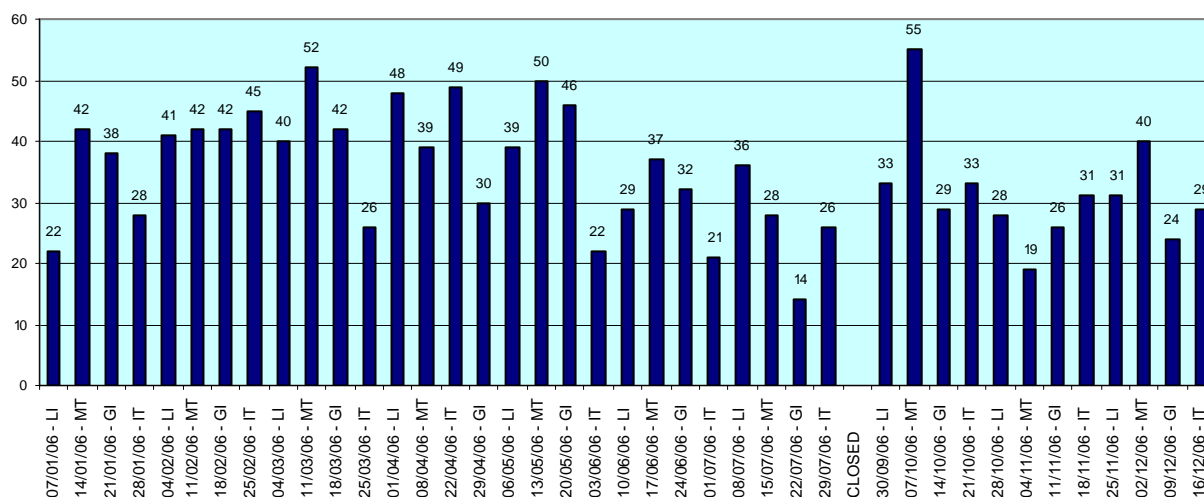
London BVC students were emailed with details of September Library tours at the start of their vocational year and 40 students attended. Take-up was not as good as for 2005 but better than previous years. Now that the three London BVC providers have different term dates, it is difficult to organise tours at times which will suit everyone. Tours were offered again in October and students who could not attend earlier tours were encouraged to email and book for these later dates.

Induction sessions for new pupils have also been advertised in the Library and via emails sent to pupil masters.

Saturday Opening

After a two-year trial period, the four Inns supported the recommendation of the Inns of Court Libraries Liaison Committee that the Saturday opening arrangement should be made permanent, subject to attendance figures remaining at a satisfactory level. Usage statistics from January to December 2006 are shown below.

Saturday Opening Statistics Total Visitors January - December 2006



A timetable outlining opening dates and locations up to December 2007 is available both in the Library and on its web site (www.innertemplelibrary.org.uk).

Library Surveys

A survey of Library usage was carried out via the Library's web site during January/February 2006. A total of 153 responses were received to an online questionnaire. In addition a one day survey of those coming to the Library in person was carried out on 23rd February 2006. Surveys have previously been carried out in 2002 and 2004. The results of the two 2006 surveys were complementary, broadly consistent, and broadly similar to the 2002 and 2004 survey results. The surveys showed:-

- More than half of those who use the Library are members of, or have chambers in, the Inner Temple.
- While student use of the Library dropped markedly some years ago when BVC libraries were introduced, those students who do make use of the Library are enthusiastic about its atmosphere and facilities.
- More than half of Library users make use of staff assistance during their visits, and many respondents comment favourably on the knowledge and helpfulness of the staff.
- The Library is greatly valued as a quiet or convenient place to work.
- Other main reasons for visiting the Library are to carry out research for a case or an opinion, and to copy specific material.
- There is heavy and increasing use of online services, but the full range of hard copy resources continues to be well used, including law reports, textbooks, loose-leaf encyclopedias, journals and statutes. The availability of non-current material is also much valued.
- There appears to have been a marked increase in the use made of materials on human rights, on EU law, and in the Commonwealth collection.
- The level of general satisfaction is high. Almost all users find what they want.
- Photocopying and printing from online sources both show an increase since the 2004 survey.
- The number of barristers using the Internet from chambers or home to access free services seems to have increased slightly but there appears to be a reduction in personal subscriptions to electronic services. Other sources such as chambers' libraries and own books are still widely used.
- A high proportion of respondents to the online survey are not aware of the existence of the document supply service, even though a mailshot regarding this service was sent to all members based outside the Inns. A new publicity drive will be considered.
- The question of remote access to the Library's Internet subscription services is raised a number of times. As the online suppliers will not allow their services to be provided to members of the Inn in this way, we need to investigate what more can be done to provide material by photocopy, fax and email to members who cannot use the Library in person.

Action has already been taken to implement some of the suggestions made in the surveys and we are looking at ways of improving services based on other comments made.

Staff Changes

The Library had three staff changes during 2006. Corryn Walker, Assistant Librarian (Enquiries and Acquisitions) left at the end of March to return to the north of England. She has now been appointed as Law Librarian at Manchester Metropolitan University. Sally McLaren, who was already working for the Inn as a Library Assistant, was promoted to Assistant Librarian. Sarah Jones joined the Inn as a Library Assistant at the beginning of July. She had been working as a graduate trainee in the library of the University of Wales, Aberystwyth.

Adrian Blunt, Deputy Librarian, who had worked for the Inn for 33 years, retired at the beginning of September. Adrian said in the newsletter that 'it had been a privilege to play a small part in the workings of the legal system generally, and the bar in particular, during [his] time in the Temple'. He is very much missed by his colleagues and by members of the Inn who had come to rely on his in-depth knowledge of the collections and his expertise in legal and historical research. His successor is Tracey Dennis who was Head of the Library and Research Centre for the law firm Lewis Silkin. She had previously worked for Inner Temple as an Assistant Librarian from 1994-1998 and she has also worked in the libraries of Lincoln's Inn and the House of Lords.

The staff who have worked on the enquiry desk on a regular basis throughout 2006 deserve special mention for the way they coped with all the changes and staff shortages and continued to provide library users with an exceptionally good level of service.

Cooperation

During 2006 Inner Temple chaired the Inns of Court Libraries Liaison Committee meetings. Recommendations were made in support of Saturday opening being made permanent and action was taken to write to the OFT about price increases introduced by the legal publisher Informa (a matter which is still ongoing). The Librarian continued to organise meetings of the Bar Librarians Group and discussions on pricing and service levels took place with publishers, including Sweet & Maxwell and LexisNexis Butterworths.

Expenditure 2006

The Collector's figures for 2006 are not yet available but the Library accounts show a likely overspend of approximately £1,750 on the overall budget allocation. As is always the case most of the Library budget is already committed to expenditure on subscriptions and standing orders and on staff and IT costs. The staff changes during the year resulted in lower payroll costs. Other costs outside the Library's control, such as electricity costs, proved to be much higher than the original budget figure. As a result of this, the apportionment of utility costs within the Treasury Building is being reviewed to take account of recent changes in the use of the building.

Acquisitions

Acquisitions expenditure, in particular the Books and Publications costs, always gives cause for concern. Expenditure on Commonwealth Publications is within budget, but expenditure on Books and on Publications was over budget. Once again, as in 2005, a great deal of material was published in the last two months of the year, which resulted in the overspend mentioned.

The general level of price increases on legal publications is still between 8-10% but can be

much higher. For example the cost of Simon's Direct Tax Service (LexisNexis Butterworths) increased by 25.2%, Muir Hunter on Personal Insolvency (Sweet & Maxwell) by 14.1% and Lloyd's Law Reports (Informa) by 46.9%. As the Library budget increase for acquisitions has been only 3.5% each year since 2003, it is becoming increasingly difficult to maintain collections at their current levels and stay within budget. Should the need to maintain print collections be questioned, it is worth mentioning that recent Library survey results have shown that the print collections are still very important to Library users. One barrister commented that 'the book collection and staff support remain an invaluable resource ... which should not be sacrificed to the current fashion for electronically accessed material.' His views are shared by many regular library users.

Efforts continue to be made to negotiate with publishers and suppliers over price increases. During 2006 negotiated discounts resulted in savings of approximately £21,279 and a further saving of £2,699 was made by asking members to donate copies of their newly published works.

Electronic Services

By the end of the year there had been an overspend of about £8,000 on online subscriptions. This was caused partly because of the discontinuation of LexisNexis Butterworths integrated print/online subscriptions and partly because of increases in subscription renewal charges for the major databases.

Income 2006

For the twelve month period from January to December 2006 income from self service photocopying was £15,353 and for the document supply service, which supplies photocopies and faxes to members outside London, was £1,232. Income for printing from online services was £3,462.

A set of All England Law Reports was sold for £650 to a member of Lincoln's Inn based in Pakistan.

Cheques totalling £1,071 were received from Sweet & Maxwell in payment for invoice queries which have now been resolved in our favour.

Expenditure 2007

Last year when budget levels were frozen, the Library increased the Books and Publications budgets by 3.5% over projected expenditure for 2005 in order to try and maintain collections at their current levels. The additional costs were offset by reducing the amount allowed for rebinding. All departments of the Inn were asked to draw up their budgets for 2007 on the basis of a 2.5% increase, except for payroll related costs. The difficulty in maintaining the collections at their current levels (even with a 3.5% increase) was discussed at Library and Finance Committee meetings throughout the year, as were the problems being created by the continued cuts in the rebinding budget. In the autumn it was proposed to the Finance Committee that the rebinding budget should be restored to its former level and that the 3.5% increase on Books and Publications should be increased to 8%, if this was necessary to maintain collections at their current level. It was also proposed that the budget for electronic services should be uplifted to allow for subscriptions to current services to be met. These proposals were accepted by the Finance Committee.

2007 onwards

It is difficult to predict what the information needs of members and tenants of the Inn will be in the long term and what effect this will have on the future of the Library's collections and its services. The way the Bar carries out legal research is subject to gradual change and it is better for the Inns of Court Libraries to keep pace with this change rather than trying to be ahead of it. Moving in the wrong direction could result in wasting a great deal of money. A few years ago it was being said that all research would be done online before long. The latest Library survey results show that this is not the case - both print and electronic sources are being used. Chambers which have cut back on books have come to depend on the Library's print collections for current and old editions. Much of this material is not available electronically and, outside the Inns, would only be available in national legal collections. This is why maintaining the Inn's print collections at their current level for the foreseeable future is so important.

For 2007 the Library will aim to:-

- provide an appropriate range of print and electronic sources to meet the legal research and continuing education needs of its members and to get best value for money.
- concentrate on building up expertise at the enquiry desk to assist members with their legal research.
- keep members informed of new initiatives and changes to services by means of its web site, electronic newsletter, library guides and by advertising within the Library.
- encourage new members to use the Library by carrying out induction sessions.
- assess the changing needs of Library users by carrying out surveys.
- keep current library services under review.
- publicise services available for members based outside the Inns and look at any possibilities for extending them.
- carry out conservation work on the legal and historical collections so that they remain in good condition for the future.
- cooperate with the other Inn Libraries on opening hours, collection development and the provision of online services.

April 2007