

LIBRARY AND NETWORK ANNUAL REPORT 2007

Halsbury's Award

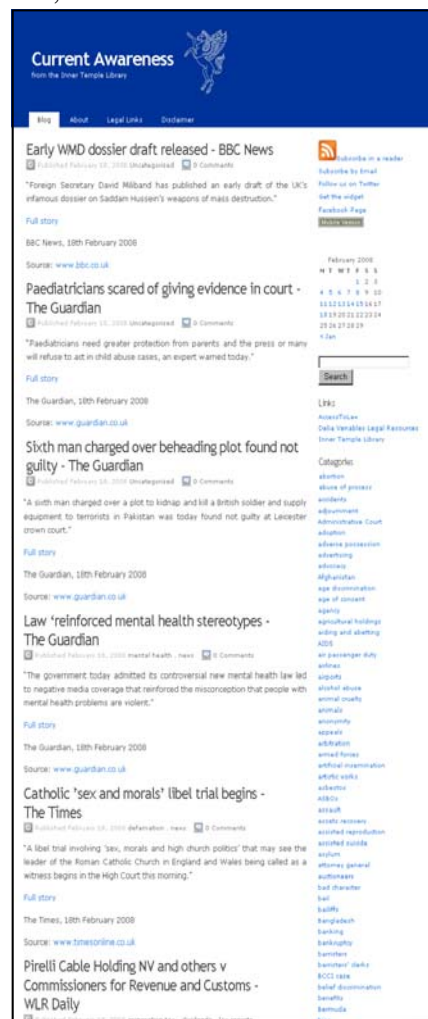
In October 2007 the Library team won the Halsbury's Award for Best Legal Information Service (Non-Commercial Sector). The awards are sponsored by LexisNexis and the British and Irish Association of Law Librarians to 'celebrate and reward the dedicated work and outstanding service conducted by legal information services teams'. The efforts of the team over recent years to improve services to barristers, pupils and students based in London and throughout the UK were commented upon and recent initiatives, such as the Current Awareness Weblog, electronic Newsletter, legal research FAQs and virtual tour, all received a special mention. The AccessToLaw gateway site was acknowledged to be a very useful research tool. The Library's active involvement in the Bar Librarians Group, which encourages dialogue between the Inn Libraries, chambers' libraries and legal publishers, was also mentioned.

Library Services

The Library dealt with over 5,000 enquiries from barristers, students and researchers in 2007. The Library's document supply service continues to provide photocopies and faxes in response to requests from members based outside central London. Users of the service tend to be based in the UK, but requests during 2007 also came from members in Guernsey, the Isle of Man, Bermuda, the Bahamas and Gibraltar.

One of the Library's most important initiatives during 2007 was the launch of a Current Awareness Weblog in April. This service is intended to provide up-to-date information on new case law, changes in legislation and legal news. The content of the weblog, which is aimed at UK lawyers and law students, is selected, updated and indexed daily by Library staff. Free online sources scanned include the BBC, Reuters and national newspapers (for major legal stories and law reports); web sites of government departments and key professional bodies; the OPSI site (for new legislation); and BAILII (for law reports).

Each item on the weblog has a heading, brief abstract and a link to the full text, plus a citation to the source. All items are given subject headings (using the same controlled vocabulary as is used for in-house subject indexing), which makes the online archive much more valuable for legal research. Wordpress software, which is available free of charge, is used for the service. The weblog was originally the idea of Sally McLaren (Assistant Librarian), but Tracey Dennis (Deputy Librarian) is



now regularly involved with creating entries and Michael Frost (Assistant Librarian) carries out all the subject indexing. The response to this project has been very positive, e.g. 'It really is an excellent facility, and I already find it invaluable. It is particularly useful when I am out of chambers, in the UK or abroad, as it provides not only information but also all the hot-links I need' (from an Inner Temple Bencher); 'I find this service very helpful and have subscribed to the awareness emails' (from a barrister); 'I think your current awareness service is excellent and I have come to rely upon it every day to keep us up to date' (from a law firm). In the *Internet Newsletter for Lawyers* it was described as 'one of the two most important Bar blogs'. Members of chambers, judges, law firms and government departments have subscribed to the RSS feeds or email alerts.

Library staff continue to work on selecting and updating content for AccessToLaw, the Library's gateway site, which now has annotated links to over 1,000 sites with free legal content. The site was recently described by the editor of *The Solicitors' Journal* as 'very impressive', by a Bar Council staff member as 'an excellent resource...well-maintained and designed' and by an advocate as 'an excellent collection of links, chosen with the practising lawyer in mind'. It is hoped that initiatives such as AccessToLaw and the Current Awareness Weblog will be of use to all the Inn's members, especially those based outside London, who are not able to come to the Library in person on a regular basis and who may not have access to a full range of online subscription services. A concerted attempt was made to publicise both services during the year by means of the electronic Newsletter, producing flyers for the delegates' packs at the Bar Conference and business cards for distribution at the Library's enquiry desk. Features on the two services were included in *Wildy's Book News* (and on their web site) and in the Newsletter of the British and Irish Association of Law Librarians.

A guide to frequently asked legal research questions on case law and legislation was produced during the year. It is aimed primarily at students and pupils and is available via the home page of the Library's web site (www.innertemplelibrary.org.uk). The guide is divided into sections on Cases, Acts and Statutory Instruments and in each section there is a series of questions and answers illustrated by both electronic and hard copy sources. Sources listed were those which enquiry desk staff found to be most useful and which could also be found in a chambers library, BVC provider's library or a public library with a law collection. This will be the first in a series of FAQ guides covering different aspects of legal research. The FAQs project is an initiative of the Deputy Librarian's but with input from the rest of the Library team.

The Library continues to receive positive feedback for its quarterly electronic Newsletter. During 2007 there were articles on a wide range of topics including Westlaw's new platform from the supplier's and user's point of view, the Library's Scots law collection, the Inn's first woman Bencher and the Macrobius manuscript and Hare Court Garden. One regular feature of the acquisitions section of the Newsletter is the inclusion of names of members who have donated a copy of their newly published work to the Library. A framed list of members who have recently donated works to the Library can also be seen at the entrance to Room H.



During the year the Library guides were all converted to pdf format and are now available for downloading from the Library's web site. An Accessibility Information Sheet (available as a pdf) has also been produced. This covers access to the building and gives details of equipment and software available to assist users with disabilities.

The most popular online subscription services in the Library are still Westlaw, Lexis and Lawtel. New user guides were produced to cover case law and legislation on Lawtel, Westlaw and Justis. In May 2007 a Westlaw/Lawtel open day was held and Sweet & Maxwell staff were available to discuss

users' research needs at a drop in session and to carry out a training session which was CPD accredited. This event was very successful and plans are in hand to repeat it.

There are now 7 PCs available in the Gallery for word processing (email and Internet access). Demand for these PCs continues to increase - from 372 requests in 2005, and 921 in 2006 to 2,219 in 2007. The Library's small wireless network was upgraded during the year to take account of additional security measures which are now available.

Students and Pupils

The Student Guide was updated and a new Facilities and Services Information Sheet, aimed at students, was produced. The Student Guide was included in the Education and Training information pack which was given to all new BVC students.

The Deputy Librarian attended the introductory evenings for new students, where the display and handouts on Library services attracted considerable interest.

In recent years the take-up of Library tours in all four Inns by new BVC students has been very poor. In a bid to combat this, a virtual tour was created, using Flickr software, and made available on the Library's web site.

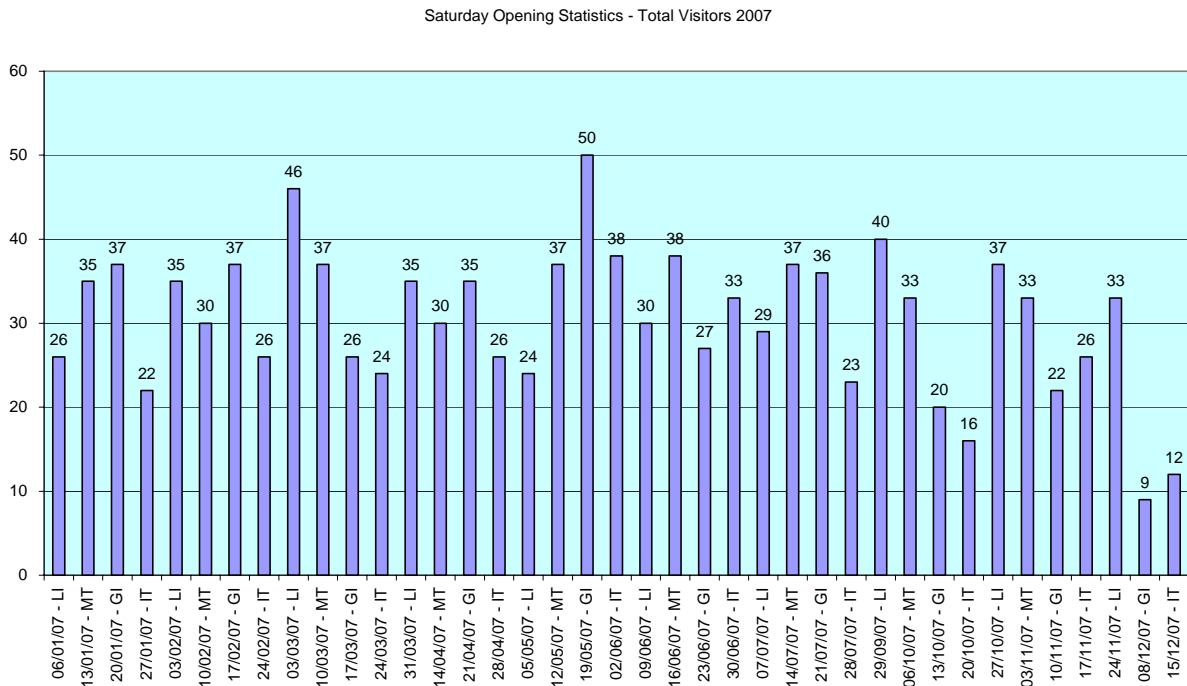
The photos and information included in the virtual tour slide show should help to familiarise potential users with the layout of the Library, its collections and the services on offer. Good feedback on the virtual tour has been received from students and BVC providers.

Induction sessions for new pupils continue to be advertised in the Library, via the web site and the Newsletter, and by emailing pupil masters.



Saturday Opening

Usage statistics from January to December 2007 are shown below. Timetables outlining opening dates and locations up to December 2008 are available both in the Library and on its web site.



Publications

Michael Frost (Assistant Librarian) contributed two chapters to the 2008 book *The Inner Temple: a Community of Communities*. One chapter covered the history of the Library and the other the manuscript treasures. In addition the Librarian contributed a feature on William Petyt to the Yearbook.

Library Staff

There have been no staff changes to the Library team during 2007. Training courses attended by individual members of staff during the year included legal research on treaties and on Parliamentary publications, copyright, disaster planning, Web 2 and building effective teams.

Though certain members of staff have been mentioned in this report for their work on new initiatives, the smooth running of the Library depends on the efforts of all members of the team. This includes behind the scenes tasks such as the processing and cataloguing of books, checking in series, recording invoices, producing leaflets and shelving, which all have to be carried out on a daily basis in order to keep the Library operating efficiently.

Cooperation

The four Inn Libraries continue to collaborate on issues such as opening hours, collection development, provision of online services and binding. After a discussion on special collections at the June meeting of the Inter Inn Libraries Liaison Committee it was suggested that holdings of Commonwealth jurisdictions should be reviewed. This led to Inner Temple and Lincoln's Inn putting forward suggestions for cancelling or transferring certain titles, which have now been approved. This will result in reducing duplication, produce a small financial saving and will also free up much needed space in the Library (Rooms E and F) and Littleton Basement.

Expenditure 2007

The Collector's figures for 2007 are not yet available but the Library accounts show that actual expenditure overall should be within the budget allocated. 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. Acquisitions expenditure always gives cause for concern. For 2007 expenditure on Books and Publications is also within the budget allocation, but this is mainly because the Finance Committee had agreed to an increase of 8% on these codes, as against the usual 3.5% increase allowed in recent years.

It is worth outlining what the Library has done to reduce acquisitions costs since cutbacks were initiated in 2003. It is difficult to envisage what more could be done and what further proposals could be put forward without taking action which would result in the Library's holdings becoming patchy or impoverished and the collection becoming second rate.

- The Library Committee scrutinised the lists of textbooks, series, journals and looseleaves taken and recommended titles for cancellation and this was carried out
- Most of the duplicate copies of textbooks and looseleaves were cancelled at the same time
- The Books Committee is highly selective on the purchase of new titles
- From 2003 onwards all new editions have been referred to the Books and Library Committees
- A decision was taken that members of the Inn who were authors should always be asked to donate copies of their newly published works to the Library
- The intervention of the OFT was sought in relation to one publisher's conduct
- In 2003 the Librarian set up the Bar Librarians Group, an informal group of chambers and Inn Librarians. Since then regular meetings have been held with the main legal publishers. This has placed members of the Group in a stronger position to comment on pricing and given them more bargaining power on discounts

- The Librarian has negotiated better discount rates either with existing suppliers and publishers or by changing the source of supply (even though this has led to more administration work for staff and a reduction in service levels)
- From 2007 onwards annualisation of some pay per volume subscriptions was agreed which resulted in further discounts

2008

For 2008 the Library will concentrate on:-

- organising displays and exhibitions for the Open Weekend
- organising a series of events and a special newsletter in April to mark the Library's 50th anniversary in its current building
- carrying out user surveys, both in-house and electronically
- continuing to work closely with the Education and Training Department and BVC providers on events for new students
- using new technology applications (e.g. Facebook) to promote Library services and to communicate more directly with users
- creating additional FAQ guides for use by students and barristers
- producing a new edition of the guide to sources of transcripts
- promoting tours for students, pupils and clerks
- organising more CPD accredited training events with online suppliers
- rearranging book stock in the Littleton Basement to make best use of available space and allow for future growth

Library and IT Staff

Margaret Clay	Librarian & Keeper of Manuscripts
Tracey Dennis	Deputy Librarian
Peter Higgins	Network Administrator/Systems Librarian
Michael Frost	Assistant Librarian (Enquiries & Cataloguing)
Sally McLaren	Assistant Librarian (Enquiries & Acquisitions)
Simon Hindley	Senior Library Assistant/Assistant Network Administrator
Sarah Jones	Library Assistant
Anne McGeary Carvell	Library Assistant
Jonathan Delaney	Assistant Network Administrator
Tina Denby	Library Administrator

Library Committee Members

The Rt Hon Lord Justice Sedley (Master of the Library)
The Hon Mr Justice Beatson FBA
The Hon Mr Justice Lawrence Collins
Dr Stephen Cretney
Professor Alan Dashwood CBE
His Honour Judge Overall QC
The Hon Mr Justice Field
His Honour Judge Fysh QC
Alastair Hammerton Esq
The Hon Mr Justice Jack
The Hon Mr Justice Keith
Dr Mary Malecka

The Hon Mr Justice Plender
Jules Sher Esq QC
Jonathan Sumption Esq OBE QC
David Vaughan Esq CBE QC
Graeme Williams Esq QC
Nicholas Wood Esq

BLC Members

Desirée A.A. Artesi
Guy Tritton
James Corbett QC
Jonathan Powell

Margaret Clay
Librarian & Keeper of Manuscripts

April 2008