

INNER TEMPLE LIBRARY REVIEW OF 2013

Accessibility - changes made include the installation of a height-adjustable table in Room C, which will allow wheelchair users or those with back problems to adjust their working position simply and easily; replacement of the old print magnifier with a Merlin video magnifier with a 19 inch monitor; and the installation of the new version of JAWS screen reading software on the two large-screen PCs, which are also in Room C.



AccessToLaw - a project to convert the content of our AccessToLaw gateway site (providing annotated links to some 1,300 legal websites) to WordPress format was successfully completed and the site was also moved to a different web host. The sections of the site accessed most frequently were [Case Law](#), [Legal Journals](#), [Health and Social Care Law](#) and the [Caribbean](#); [BAILII](#) was the single most frequently accessed site.

Bar Librarians Group - at meetings organised by the Librarian, discussions took place on matters relating to print and online resources produced by Informa, Sweet & Maxwell, LexisNexis and Justis. The Group, which was set up by the Librarian and Alison Million, chambers librarian at 7 King's Bench Walk, to discuss issues of common interest to the Inns' and chambers' libraries, celebrated its tenth anniversary in 2013.

Binding - a total of 484 volumes of UK law and 109 volumes of Commonwealth law were bound or rebound during the year.

Cataloguing - around 140 newly published law titles and editions were added to the [catalogue](#) during the year. Aside from current cataloguing, the major project, begun in 2012, to catalogue our extensive collection of peerage claims, was completed. This task proved more onerous than at first thought, given that although the collection is contained in 86 volumes, the total number of separate records needed was over 500. The collection, which is housed in the Littleton Basement, is now fully searchable by peerage title and by claimants' family names.

Committees - the Librarian attended meetings of the strategic review group, the Inter Inn Libraries Liaison Committee, the Institute of Advanced Legal Studies Library Committee and the Institute Librarians Group. The Deputy Librarian joined the British and Irish Association of Law Librarians Conference Committee.

Current Awareness Blog

- the coverage of the blog has been broadened to include news of forthcoming legal events, such as lectures and seminars, in addition to the latest legal news, new case law and changes in legislation. This enhancement has been received positively. The blog now has 33,551 posts, almost 1,100 subject categories, 2,436 subscribers via email or RSS feed and 5,130 Twitter followers. There are approximately 10-12,000 unique visitors to the site each month. The highest-ranking locations for visitors are the UK, USA, Norway (a new appearance), South Africa, Hong Kong, India and Australia. Our statistics show that 89% of users access the blog via a desktop computer, and 11% use a tablet or a mobile device.



The screenshot shows the homepage of the 'Current Awareness' blog. At the top, there is a navigation menu with links for 'About', 'The Library', 'Legal Links', 'Transcripts', and 'Classifieds'. The main content area features two event announcements. The first event is 'Queen Mary – Criminal Justice Centre Annual Lecture: Contempt of Court in the Age of the Internet – David Ormerod QC', posted on January 8th, 2014. The second event is 'The Law Society – Legal aid conference 2014: the new landscape', also posted on January 8th, 2014. On the right side, there is a section for 'Classifieds' with a search bar, and a 'Users' Comments' section featuring a quote from The Times. At the bottom right, there is a 'Sign up for the daily email' button. The page also includes social media icons for RSS, Email, Twitter, Facebook, and LinkedIn, and a 'Wallace Broom Memorial Award' logo.

Digitisation - collaboration continues with the Law Library Microform Consortium (LLMC) on a long-term project to create digitised images from microfilm of documents in the Manuscript collection. So far 50 reels of microfilm (out of 256) have been digitised. LLMC have also added a guest slide show to their site featuring images of the collection, the Library, and the Inn past and present, to introduce the Inner Temple and its manuscripts to their subscribers.

Displays - during the year we mounted displays marking Black History Month and the hundredth anniversary of Lord Birkett's call to the bar, as well as on new acquisitions and on library services for pupils and students. Information sheets are now being produced to complement some of the displays.

Document Supply Service - the service is available to barrister members of all four Inns wherever they are based. Over the year 230 items have been scanned and emailed to barristers located in Guernsey, Bermuda, the Bahamas, Gibraltar, Northern Ireland, Jersey, the Cayman Islands and Australia as well as different locations in the UK.

Donations - members of the Inn continue to present copies of their newly published works. We also receive all Wildy, Simmonds and Hill publications free of charge. Donations resulted in a saving of £4,316 on monographs and £7,541 on looseleaf releases and journals in 2013.

Enquiries - staff at the Enquiry Point dealt with 3,800 personal and telephone enquiries from barristers, pupils, students, judges, clerks and researchers, which is the same as the 2012 figure. Enquiries were, as always, very varied. Examples include tracking down legislation on DNA samples; trying to find the 1986 Probate Rules from the British Virgin Islands; and establishing whether the Construction Contracts Bill 2010 (Republic of Ireland) had been passed.

Facebook - the Library's [Facebook](#) page now has 1,034 "likes". Blog posts, details of training sessions and links to new Library acquisitions continue to be posted to the page.



FAQs - the series of legal research [FAQs](#) on the Library website (which cover UK and EU case law and legislation, treaties and Parliamentary publications) have been revised and updated to take account of changes to UK government websites. A short glossary of legal terms and phrases, which can be used in conjunction with the FAQs, was added to the site.

Feedback - complimentary feedback was received from users during the year on various aspects of library services, including the enquiry service, Current Awareness blog and the legal research training sessions. *I have had the pleasure of using Inner Temple Library recently on several occasions. It is a wonderful resource and the staff are so helpful. The internet simply cannot duplicate the quantity and quality of the material you have, or provide the knowledge of how to make the most of research materials. Long may it flourish.* (Member of Inner Temple, US lawyer qualifying in the UK). *I receive Current Awareness by email and it is the only legal newsletter I always aim to read every day. Excellent.* (Inner Temple Bencher). *A morning spent in the Inner Temple that has paid dividends during pupillage.* (Pupil participating in a training session).

Filming - the Library was used for filming sequences for a music video featuring Josh Kumra, and for a Panorama programme *I want my baby back*, presented by John Sweeney.

Guides - the content of the *Readers' Guide*, *Student Guide*, *Out of London Student Members Guide* and *Quick Reference Guide*, as well as the guides to online services, have all been updated. All of these are available in the Library or for [downloading](#) from the website.

Historical Enquiries - numerically speaking, queries concerning the careers of former members of the Inn, and the Inn's property (both buildings and artworks) have continued to predominate. Subjects of other enquiries have included the funeral of Lord Attlee, seals of the Knights Templar, and racial discrimination at the Bar.

Internet - the leased line, which is used for the Library's and the Inn's email service and Internet access, was upgraded. A much faster leased line has been installed together with a backup line to ensure greater resilience.

IT Facilities - the public access PCs continue to be well used for legal research, word processing and checking emails. The free Wi-Fi access continues to be popular with barristers and students using their own devices. Our statistics show that Wi-Fi was accessed more than 7,000 times in 2013. In response to users' comments in the strategic review survey we decided to do away with the signing-in system and log-on access for PCs at Gallery level; to make word processing and email available on the main floor PCs (apart from Room A); and to extend Wi-Fi access to Room C, in addition to Rooms E, F and G.

Legal Research Training - during the autumn the Library ran a series of training sessions for new pupils on various aspects of legal research. The aim of the sessions was to improve legal research skills. Take-up was good and feedback indicated that sessions were pitched at the right level, the topics covered were useful, and that participants would recommend the sessions to other pupils. They also found the Deputy Librarian and Senior Library Assistant, who presented the sessions, to be knowledgeable, enthusiastic and friendly. Examples of comments from participants include *Essential training for all new pupils* and *An opportunity for all new pupils to double-check their legal research skills before plunging into the depths of real practice*. Dates have been set for the [training sessions](#) to be re-run in April and May 2014. We have also continued to provide one-to-one training sessions on databases and on printed material for pupils, students and barrister members of the Inn.

Littleton Basement - a total of 275 items were retrieved from the Library's basement store in the Littleton Building in response to users' requests, which is a slight increase on last year's figures. Of these, 100 were old editions of practitioners' texts and the remainder were older Commonwealth material, law reports and journals.

Manuscript Enquiries - scholarly interest in historical and literary manuscripts, rather than legal ones, has continued to be reflected in the wide-ranging enquiries, and the visits received. Subjects of study have included Archbishop Matthew Parker's metrical translation of the Psalms, the Inner Temple revels of 1561, links between the legal and theatrical professions in the Elizabethan and early Stuart periods, Edward VI's *Devise for the Succession* (as ever) and Walter Hilton's *Scale of Perfection*.



Network Projects - during the year the Network Administrators, who are part of the Library team, successfully completed a major project, which involved reconfiguring the Inn's network and changing the existing firewall structure, redeploying existing web servers and enabling new external facing web servers to be set up securely. The Inn's web filtering software was migrated to a cloud-based solution.

Unicorn software, which is used for the Library's online catalogue, was also upgraded.

Newsletter - four issues of the Library's electronic newsletter were sent out to all members and tenants in January, April, July and October.

Online Services - *Atkin's Court Forms* and the *Encyclopedia of Forms and Precedents* were added to the range of online titles subscribed to via Lexis Library. Our subscription to the Justis England & Wales Judgments database (Civil & Criminal) was extended to cover the whole database and not just the archive. The Times Digital Archive has been extended by a year and the coverage is now 1785-2007.

Presentations - the Deputy Librarian gave two well-attended presentations at the City Law School, and one at Kaplan Law School, on the services offered by the four Inn Libraries to BPTC students. She was assisted by a member of staff from Lincoln's Inn Library. The presentation, which is available on the website, has also been updated.



Pupils - tours and legal research training sessions for new pupils were advertised and carried out during the year and the *Preparing for pupillage legal research tips* guide was updated.

Staff Changes - one of our Library Assistants, Roia McHugh, left the Inn to become a trainee teacher. She was replaced by Natalie Kent who had been working in the Library as an Evening Assistant whilst studying for an MA in Library and Information Studies. Before that she was the Graduate Trainee at Lincoln's Inn Library.

Staff Training - courses attended by Library staff include e-books and e-resources, electronic publishing, understanding digital preservation and Google analytics, as well as the BIALL conference.

Strategic Review - the strategic review group's report on library services was finalised in September and adopted by the Library Committee in October. It was the subject of an in-depth review at the December meeting of the Executive Committee when it was decided that the Inn should continue to allocate sufficient funding to the Library to allow the present level of service to be maintained, and should give priority to exploring options which might permit members outside London and those whose practice base is not within convenient range of the Inns of Court to access electronic services remotely. The [report](#) of the review group is available on the Library website.

Student Events - the Library participated in the Inn's introductory evenings for London and out of London students and organised tours for new BPTC students in September.

Surveys - as part of the strategic review of library services, surveys were carried out via the Library website and in-house. Of the 883 responses received, the majority came from the online survey. The survey results and comments, which were made available on the website, were discussed at length by the review group and were a major component of the review. Action was taken at an early stage to implement most of the changes to the Library's IT setup suggested by survey respondents.

Tours - Library tours were advertised and arranged for students, pupils, clerks and other members of the Inn throughout the year. The [virtual tour](#) on the Library website was updated. This was viewed over 3,000 times during the year.

Visits - during the year we were visited by library staff from Lincoln's Inn and Gray's Inn, the Ministry of Justice, the Supreme Court and Kaplan Law School, and pupils from Blackstone Chambers, as well as judges from the California State Bar and Moscow City Court, Temple Bar scholars, Wake Forest Law School students from the USA and Madame Justice Barnard, the Inns of Court Fellow at the Institute of Advanced Legal Studies. Inner Temple Library staff visited the Ministry of Justice Library and the Squire Law Library in Cambridge.



Website - there were 30,000 visits to the [Library website](#) from 142 countries, the majority coming from the UK, USA, India, Australia and Canada. The most frequently accessed sections of the site were the latest news section, the current Newsletter, the catalogue, the virtual tour, the legal research FAQs, Library guides, slide shows and the Library history pages.