



READERS' GUIDE

A Guide to Collections and Services



INNER TEMPLE LIBRARY

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The Library is open to barrister, judicial and student members of all four Inns of Court. The legal collections are essentially for reference only, but there is a limited overnight loans scheme: see page 3 of this guide.

OPENING HOURS

Legal Terms

Monday - Thursday 9am - 8pm
Friday 9am - 7pm

In addition one of the four Inn Libraries opens from 10am to 5pm on each Saturday during legal terms. Saturday Opening Calendars are available in the Library and details of the timetable are publicised on the home page of the Library website (www.innertemplelibrary.org.uk). Entry to the Inner Temple on Saturdays is via the Tudor Street gate only.

Outside Legal Terms

The Library is closed for the second half of August. For the remainder of August and September the opening hours are 9am - 5.30pm Monday to Friday.

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

VIRTUAL TOUR

For new members wishing to familiarise themselves with the layout of the Library and its collections and services, a virtual tour can be viewed by selecting Using the Library - Library Tour on our website. Alternatively a tour of the Library can be arranged by emailing librarytours@innertemple.org.uk

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 extensive collections of Scottish and Irish law, EU law, International law and Parliamentary materials (Hansard and Command Papers).



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 – a list of the jurisdictions for which each Inn is responsible is posted on the noticeboard at the Library entrance and on the website, and copies are available from the Enquiry Point. Lincoln's Inn also holds an extensive collection of Parliamentary material. Middle Temple covers both EU law and United States law, and Gray's Inn International law.

Non-law Collections

Non-law holdings include collections of history, biography, heraldry, genealogy, topography and literature.

Manuscript Collection

Besides printed books the Library holds an important collection of historical manuscripts dating from the twelfth century to the twentieth. It includes the Petyt Manuscripts, bequeathed to the Inn in 1707 by William Petyt, Keeper of the Records in the Tower of London and Treasurer of the Inner Temple 1701-1702. The manuscript collection is made available to scholars and other bona fide researchers upon written application.



Littleton Building

Much of the Library's older legal material, together with the non-law collections 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 10am and 5.30pm on application to staff at the Enquiry Point.

LOANS

The Library operates an overnight loans scheme which allows barrister members or tenants of the Inner Temple and barristers from chambers within (or in the vicinity of) any of the four Inns to borrow up to two titles from the legal collections 30 minutes before closing time. Loose-leaf publications, old editions, reference books, law reports and journals are not available for loan. Books **must be** returned by 9.30am on the next day that the Library is open.

Non-law books may be borrowed by Inner Temple barristers and students based in London and by Inner Temple tenants. The loan period is 3 weeks.

Full details of both schemes are available at the Enquiry Point.

FINDING MATERIALS

Almost all of the Library's holdings may be searched in the online catalogue. Only for some non-legal holdings and some older legal material may it still be necessary to consult the card catalogues. If this Library does not hold what you are looking for, staff at the Enquiry Point will advise you on other collections where you may obtain it.

The **Quick Reference Guide** lists most of the law reports and journals in common use, giving their exact location: room and bay numbers.

Separate guides are available to the catalogues and indexes.

ONLINE SERVICES

The catalogues and databases described below and overleaf are available on all the PCs in the Library. The PCs also have Microsoft Office installed and can be used with USB memory sticks (which are available for purchase from the Enquiry Point).

Library Catalogues

Our catalogue and those of the other three Inns of Court Libraries are available online in the Library and are also available to external users at www.innertemplelibrary.org/external.html

(The catalogues of Gray's Inn, Lincoln's Inn and Middle Temple are updated on a weekly basis.)

Databases

The Library subscribes to a number of commercial services including:

Criminal Law Week	Lawtel
Electronic Immigration Network	Lexis Library (includes Commonwealth content)
i-law (selected content)	Practical Law
ICLR Online	The Times and Sunday Times
JustCite	Westlaw UK
Justis (selected databases)	

Also available are the White Book (on CD-ROM) and CourtServe (Court listings database). Ask at the Enquiry Point for more details.

The commercial services are available for use within the Library only.

Guides on using the main legal databases are available in the Library or can be downloaded from the website.

AccessToLaw

www.accesstolaw.com

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

Current Awareness Blog

www.innertemplelibrary.com

The Library's current awareness blog 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 details of services, news, events and useful links.

PRINTING

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

WI-FI, LAPTOPS & MOBILE DEVICES

Free Wi-Fi access is available throughout the Library. The password is on display on the tables and on the home page of Library PCs. Power sockets for charging laptops etc. are available in Rooms C, D, E, F and G.

LEGAL RESEARCH

A legal research Frequently Asked Questions section is available on the Library's website and on the home page of the PCs in the Library. The questions and responses cover UK and EU case law and legislation, treaties and Parliamentary publications, and there is also a glossary of legal terms. Training videos are also available on the website. Staff based at the Enquiry Point can assist with legal research enquiries. Refresher sessions on databases and hard copy sources can also be arranged by contacting tdennis@innertemple.org.uk.

PHOTOCOPIERS

There are three self service photocopying machines near the Library entrance. Two copiers have a scan and email facility. Accounts and pin numbers may be set up at the Enquiry Point for use with these. The third machine is for copying only and accepts coins.

The charges are 10p per page for photocopying and 5p per page for scanning.

DOCUMENT SUPPLY SERVICE

Copyright legislation permitting, photocopies of material held in the Library can be supplied by scan/email, post or fax to barrister members of all four Inns and to student members of the Inner Temple. In addition copies of material not held by any of the Inn Libraries can be obtained on behalf of Inner Temple barristers from the Institute of Advanced Legal Studies. There are charges for both of these services. Full details are available from the Enquiry Point or the Library's website. Initial enquiries may be made by telephone, fax, or email to distanceservice@innertemple.org.uk.

MOBILE PHONES

Mobile devices may be used in the Library for text messages, email and internet. Please keep devices on silent and do not make calls in the Library or on the landings and stairways outside the Library offices.

PLAN OF MAIN FLOOR

Main Floor Collections & Bay Nos

Entrance
Reference Books

Rooms A & B
Journals & Pamphlets 1-29

Room C*
EU Law 74-75 & 30-45
Dictionaries 45-48
Old (pre-1865) Law Reports 48-61
International Law 62-70
Human Rights 70-73

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

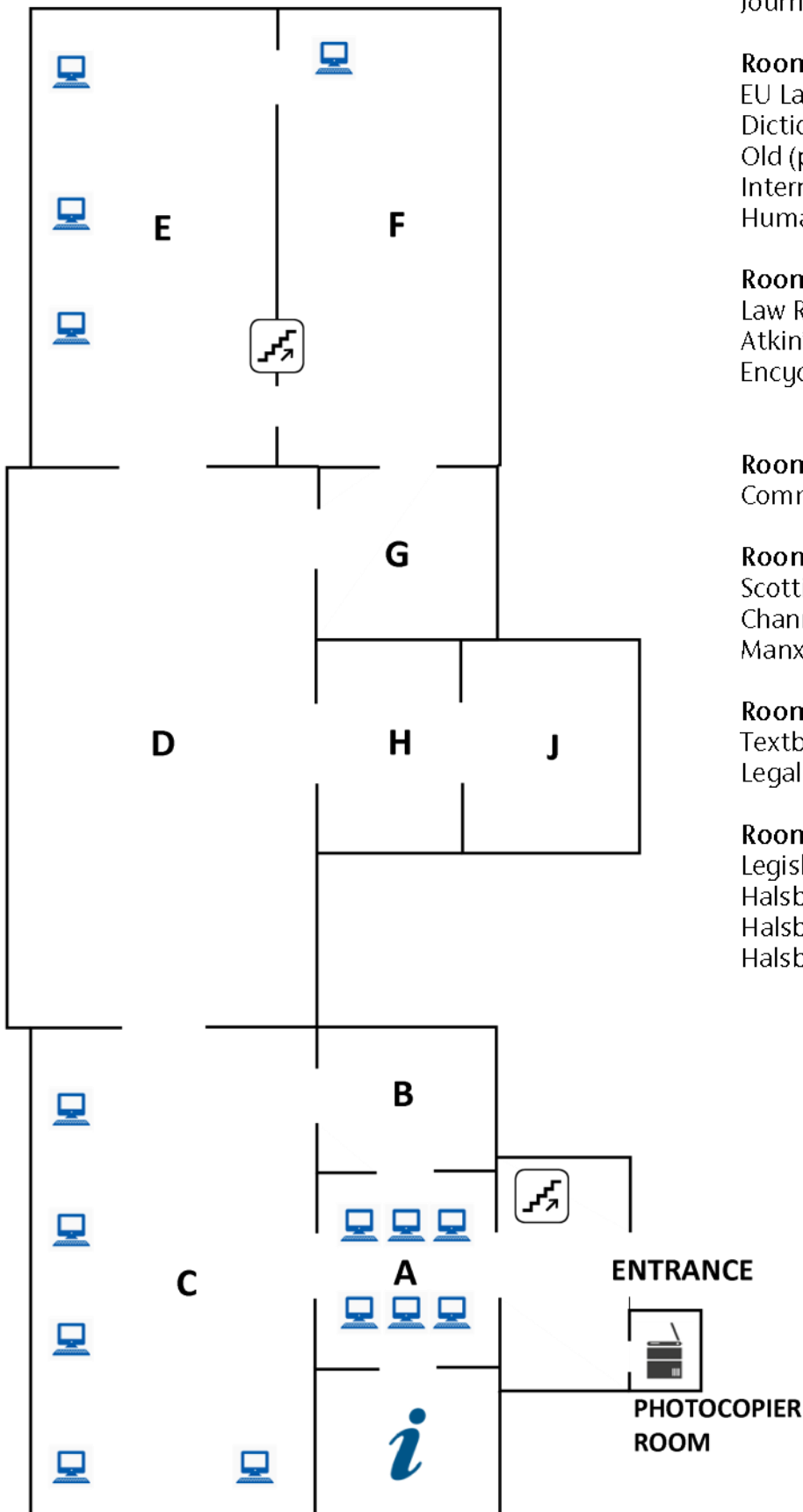
Room G*
Scottish Law, Irish Law 198-213
Channel Islands Law 213-215
Manx Law 215

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

Room J
Legislation 242-267
Halsbury's Statutes 251-252
Halsbury's SIs 264
Halsbury's Laws 265-266

* Power 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 available throughout the Library.



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 331-335
 Inns of Court 335-337
 Legal Biography 337-340

Gallery South

Hansard 341-395
 (continues in Gallery North 441)

Gallery North

Parliamentary Papers 442-476
 Miscellaneous Legislation 476-482
 Law Commission Reports 479-481

Times Corridor

Newspaper law reports
 Privy Council Appeals

Times Room

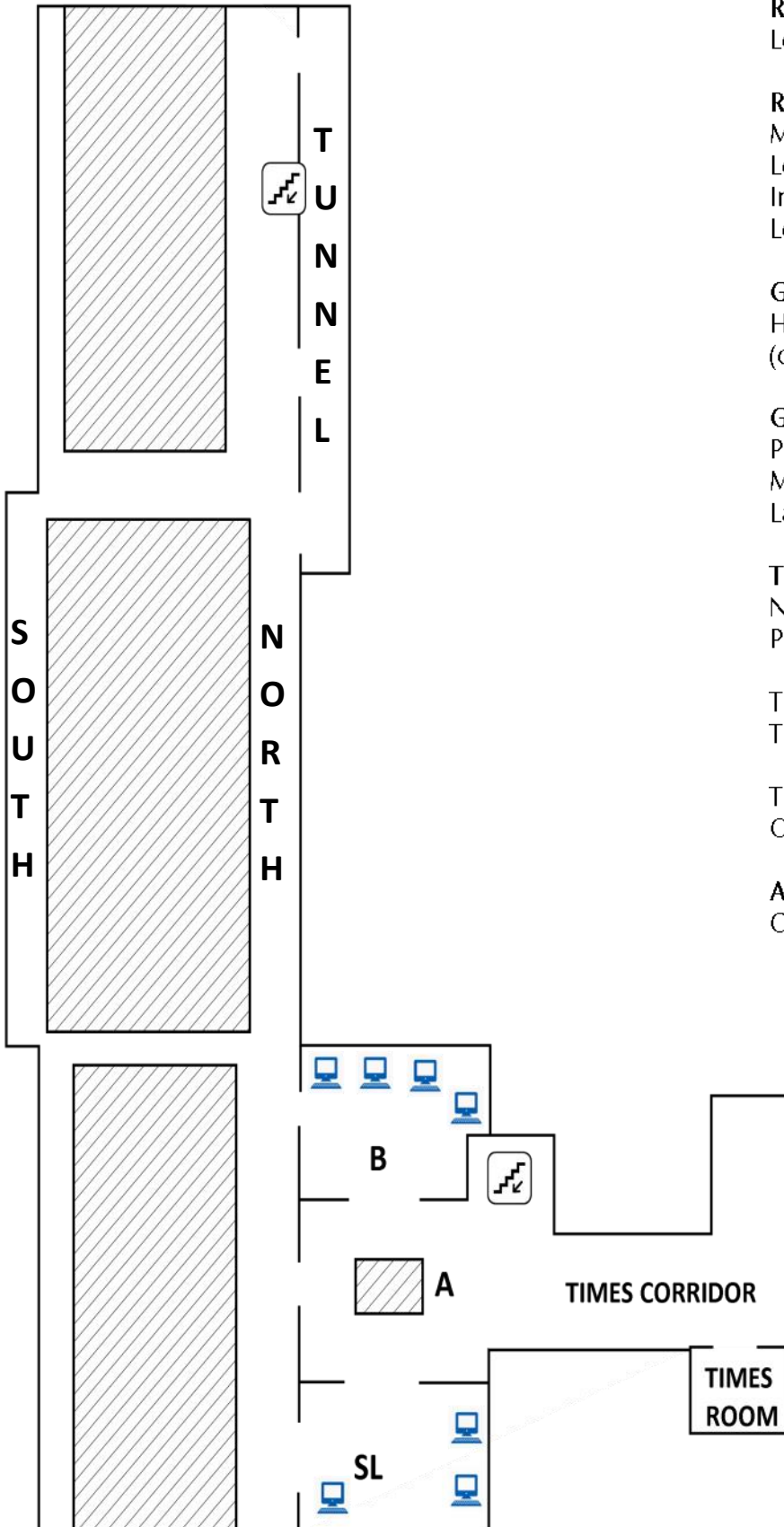
The Times newspaper

Tunnel

Old Editions 396-435

Acquisitions Office

Crime & Criminology



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.

Two PCs with large-screen monitors are located in Room C. Both have Jaws screen reading software installed.

One of the PCs (near Bay 37) is on a height-adjustable table that will allow wheelchair users or those with back problems to adjust their working position simply and easily.

A large keyboard and headphones are available on request.

A video magnifier, which can be used to magnify material from the print collections, is located in Room C (near Bay 37). This has a 19 inch monitor and has a wide range of adjustable magnification (from x2.4 to x77). It also has options for changing contrast and colours to suit different vision needs.

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
Head of IT/Systems Librarian	-	Peter Higgins
Assistant Librarians	-	Michael Frost
	-	Sally McLaren
Senior Library Assistant	-	Simon Hindley
Library Assistants	-	Uzma Ali
	-	Lucia Asnaghi
Library Administrator	-	Tina Williams

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.

**The Honourable Society of the Inner Temple
The Library
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Fax: 020 7583 6030

Email: library@innertemple.org.uk

Website: www.innertemplelibrary.org.uk