



# READERS' GUIDE

A Guide to Collections  
and Services



INNER TEMPLE LIBRARY

Temporary Location  
10 Fetter Lane (5th Floor)

# INNER TEMPLE LIBRARY

## LOCATION

For the duration of Project Pegasus a temporary library will be located on the 5th floor at 10 Fetter Lane, EC4A 1BR. The move back to the Library building on the Inn's estate is expected to take place in Spring 2021.

## ADMISSION

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](http://www.innertemplelibrary.org.uk)).

### Outside Legal Terms

During August and the first half of September the opening hours are 9am - 5.30pm Monday to Friday.

Details of opening hours around public holidays are posted in advance on our website.

## LIBRARY STOCK

Law reports, legislation, 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 and International law.



## 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 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, which are currently in non-retrievable storage, 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 in non-retrievable storage until Project Pegasus is completed.



## Littleton Building

Much of the Library's older legal material is housed 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.

Full details of the scheme are available at the Enquiry Point.

## FINDING MATERIALS

Almost all of the Library's holdings may be searched in the online catalogue.

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.

## 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](http://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:

Bloomsbury Professional Online	Lawtel
Criminal Law Week	Lexis Library (UK and Commonwealth content)
Electronic Immigration Network	Practical Law
i-law (selected content)	The Times Digital Archive 1785-2013
ICLR Online	The Times and Sunday Times (1992 onwards)
JustisOne (selected UK and Caribbean databases)	The Times Law Reports
Kemp on Lawtel	Westlaw UK

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

All of the commercial services, with the exception of Bloomsbury Professional Online, are available for use within the Library only. Remote access to the Bloomsbury Service is available for barrister members of the Inn and can be arranged by emailing [bloomsbury@innertemple.org.uk](mailto:bloomsbury@innertemple.org.uk).

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

### **AccessToLaw ([www.accesstolaw.com](http://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](http://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](http://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 on all the library tables.

## LEGAL RESEARCH

A [Frequently Asked Legal Research 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](mailto:tdennis@innertemple.org.uk).

## PHOTOCOPIERS

There are two self service photocopying machines near the Library entrance. One copier has a scan and email facility. Accounts and pin numbers may be set up at the Enquiry Point for use with this copier. The second 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 or post 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 or email to [distanceservice@innertemple.org.uk](mailto: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.

## ACCESSIBILITY

There is flat wheelchair access to the temporary library, which is on the 5th floor at 10 Fetter Lane. Access is via a lift (which will accommodate a wheelchair).

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 or photocopier controls.

Two PCs with large-screen monitors are available in the Library with Jaws screen reading software installed.

There is 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.

The Library has a video magnifier, which can be used to magnify material from the print collections. 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.

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

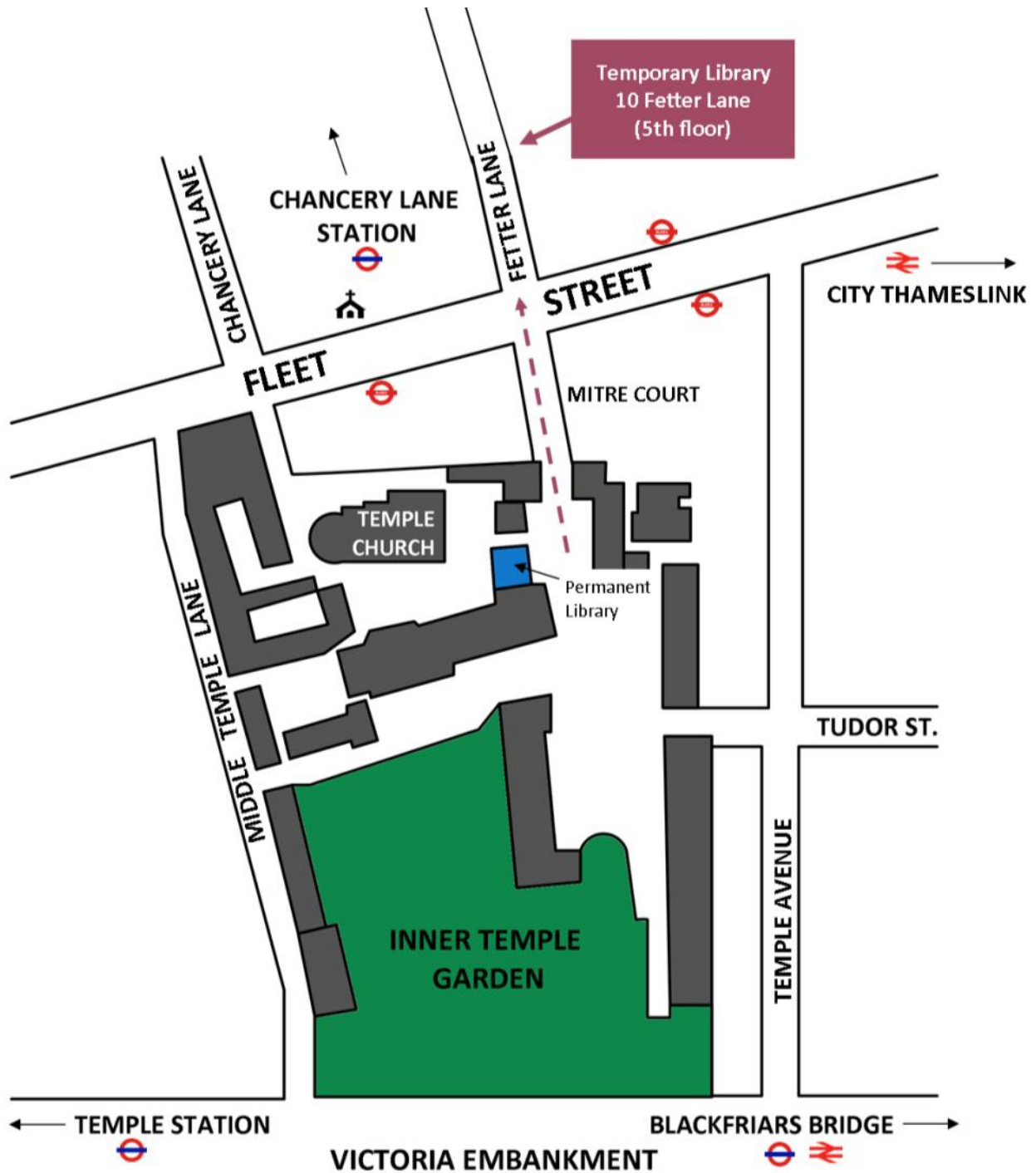
## STAFF

Please ask if you need any assistance. We try to keep the Enquiry Point 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 Assistant	-	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.

## ACCESS TO INNER TEMPLE LIBRARY



**The Honourable Society of the Inner Temple  
The Library  
10 Fetter Lane  
5th Floor  
London EC4A 1BR**

Tel: 020 7797 8217/8218

Email: [library@innertemple.org.uk](mailto:library@innertemple.org.uk)

Website: [www.innertemplelibrary.org.uk](http://www.innertemplelibrary.org.uk)