STUDENT GUIDE
A Guide to Collections and Services

INNER TEMPLE LIBRARY
(Temporary Location)
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
Website: www.innertemplelibrary.org.uk
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.

OPENING HOURS

Legal Terms

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

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 the Library’s website.

Saturday Opening

One of the four Inn Libraries opens from 10am to 5pm on each Saturday during legal terms.

For more information visit the home page of the Library website: www.innertemplelibrary.org.uk or pick up a Saturday Opening Calendar from the Library.

ADMISSION

Student members of all four Inns are welcome to use the Inner Temple Library.
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.

FOOD AND DRINK

Food and drink are not permitted in the Library, although bottled water is allowed. There is a water dispenser in the lobby area.

TOURS

Tours and events for BPTC students are organised at the beginning of each vocational year. Details are posted on the Library noticeboard and website. Alternatively email librarytours@innertemple.org.uk to arrange a tour.

COLLECTIONS

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.

Apart from a limited loans scheme for barristers, the legal collections are for reference only.

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, which also holds an extensive collection of Parliamentary material. Middle Temple covers both EU law and US law and Gray's Inn International law.

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.
FINDING THE MATERIALS YOU NEED

Most periodicals (law reports and journals) in common use are listed on the Quick reference guide. This will give you the bay number where a title is housed.

For other materials, such as textbooks, you will need to consult the online catalogue (www.innertemplelibrary.org/external.html). There is no subject classification scheme. The Library's holdings are arranged in broad categories or collections, such as TEXTS (practitioners' textbooks) and JNLS (legal journals). Within each collection the arrangement is alphabetical: by title for periodicals and by author for monographs.

The name of the collection appears at the top of each entry in the catalogue. To locate a collection within the Library, look at the Floor Plan on the wall near the Library entrance. This will give you the bay numbers.

The list of Law reports and journals currently received gives details of the holdings of all four Inn Libraries. Remember however that it only covers titles that are still published. This and the other Library guides are available on the display stand in the lobby. They are also available in PDF format and can be downloaded from the Library's website. (To view select Research & Training - Library Guides.)
Wi-Fi access is available throughout the Library.

Please ask at the Enquiry Desk if you require assistance.

1-94 England & Wales
95-102 Scotland
103-174 Commonwealth

Bays Collection
1-16 Textbooks
17 Legal Dictionaries
17-44 Law Reports
44-65 Journals
65-67 Medico-legal
67-88 Old Editions
88-90 Halsbury’s
90-91 Atkin’s Court Forms
91-92 Encyclopaedia of Forms & Precedents
92-93 Dictionaries
94 Reference
95-102 Scottish Law
103-174 Commonwealth Law
LEGAL RESEARCH

We offer qualifying sessions on legal research to new BPTC students. 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 and phrases. Suggestions for both print and electronic sources are included. Training videos are also available on the website.

Staff based at the Library’s 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.

ONLINE SERVICES

The catalogues and databases described below are available on all the PCs in the Library. The PCs also have Office software 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

Information about holdings of current law reports, journals and electronic services in the four Inns can be found via the Library Catalogue page of our website.
Databases

The Library subscribes to a number of commercial services including:

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

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.

Passwords

Most online subscription sites in use in the Library can be accessed without entering a user ID/password. Please do not use your own Athens log-in and password to access subscription sites on Library PCs.

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 also available on all the Library tables.

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.

Remember that you must comply with the restrictions imposed by copyright legislation: see the notices in the photocopying area.
DOCUMENT SUPPLY SERVICE

Copyright legislation permitting, photocopies of material held in the Library can be supplied by scan/email or post to Inner Temple students. There is a charge for this service but we offer reduced rates to students. 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.

ACCESSIBILITY

There is flat wheelchair access to the temporary Library, which is on the 5th floor at 10 Fetter Lane. Access is via lifts (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 Assistants - Lucia Asnaghi
Library Administrator - Tina Williams

FEEDBACK

We welcome comments on the Library’s services and these can be made direct to staff at the Enquiry Point, by email (library@inntemple.org.uk) or Facebook posting, or via the Suggestions Box situated just outside the Library entrance in the lobby.
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