

## **INNER TEMPLE LIBRARY**

### **Information for Applicants**

The Honourable Society of the Inner Temple is one of the four Inns of Court (the others are Middle Temple, Gray's Inn and Lincoln's Inn) which hold the exclusive rights to call candidates to practise law at the Bar of England and Wales. They play a central role in the recruitment, training and professional life of barristers. All are ancient institutions with origins in the fourteenth century.

The Inn provides continuing legal education after qualification, the Library, dining, scholarships, advocacy training and other facilities for students and barristers. The Inn's Library was probably in existence by the end of the fifteenth century - certainly by 1506 when the earliest known reference to it is found. The Library building dates from 1958.

The Library is essentially for reference only. Users comprise principally practising barristers and bar students, but also include judges and academic lawyers.

### **Temporary Library**

Please note that the Library on the Inn's estate closed at Easter 2019 to allow for work on the [Project Pegasus](#) building scheme to go ahead. The temporary Library, which is housed on the 5th floor at 10 Fetter Lane, will continue to provide a full range of services to users until the move back to the Inn in 2021. These include provision of textbooks (current and old editions), journals, law reports and the Commonwealth collection; access to subscription databases, including Lexis Library and Westlaw; an enquiry service; a document supply service; legal research training and web services.

### **Library holdings**

The Library's holdings now stand at around 70,000 volumes, and cover principally the laws of England and Wales. Other significant areas of coverage include Scotland, European Community law, international law, parliamentary material and a large collection of the laws of Commonwealth countries.

In addition to the legal collections there are holdings in history, literature and other non-law subjects, and there is an important collection of historical manuscripts. These collections are in storage for the duration of Project Pegasus.

Serial publications of various sorts, including legislation, law reports, journals and loose-leaf releases, account for a high proportion of incoming material. Approximately 500 serial titles are currently taken.

### **Reader services**

Opening hours are normally 9am to 8pm from Monday to Thursday and 9am to 7pm on Friday. Each Inn also opens for one Saturday in four from 10am - 5pm with 2 members of staff on duty. All Library staff are required to participate in the rota for Saturdays and evening duties.

Services to members include a continuously staffed enquiry point which deals with personal, telephone and written enquiries; a document supply service providing photocopies by scan/email or post; web services (Current Awareness blog, AccessToLaw); and legal research training.

## Electronic services

All the PCs in the Library provide access to the catalogue, a range of online services, the Internet and Microsoft Office. Free Wi-Fi is available throughout the Library.

The Library uses the SirsiDynix library management system. The online catalogue includes the entire legal collection and most of the non-law collection. Serials control and acquisitions processes have also been automated.

The online catalogue allows access to records of holdings both in Inner Temple Library and in the libraries of the three other Inns of Court; these are also accessible via the internet.

Library staff maintain the AccessToLaw website of legal resources ([www.accesstolaw.com](http://www.accesstolaw.com)), which provides annotated links to over 1300 mostly free websites, and produce a daily Current Awareness blog ([www.innertemplelibrary.com](http://www.innertemplelibrary.com)), which provides up to date information on new case law, changes in legislation and legal news. The Library also has a Facebook page ([www.facebook.com/innertemplelibrary](https://www.facebook.com/innertemplelibrary)) with information on library services, news and events and a Twitter feed ([https://twitter.com/inner\\_temple/](https://twitter.com/inner_temple/)).

Commercial electronic services to which the Library subscribes include *Electronic Immigration Network*, *i-law.com*, *JustisOne*, *Lawtel*, *Lexis Library*, *Practical Law*, *The Times* and *The Sunday Times*, and *Westlaw UK*.

The Library has its own website ([www.innertemplelibrary.org.uk](http://www.innertemplelibrary.org.uk)) where information on library services and facilities, research and training, the collections and the history of the Library can be found.

## Staff

The Library staff comprises six qualified librarians, one senior library assistant and a library administrator.

### Part-Time Senior Library Assistant Post

The post will entail working on the library's enquiry desk and the rate of pay will be £26 an hour which will equate to about £8,268 a year. In the evenings the only other member of staff on duty will be a shelving assistant. On Saturdays another member of the library team will also be working.

Benefits offered by the Inn include a non-contributory defined contribution pension scheme as well as pro rata annual leave and access to our Employee Assistance Programme.

It is anticipated that this will be a permanent post but initially the successful candidate will be employed for a trial period of 6 months.

The Inner Temple is an equal opportunities employer and is committed to achieving a diverse workforce.

[Equality and diversity monitoring questionnaire.](#)

Closing date: 6 March 2020