

# Library Charter and Regulations

All users undertake to abide by Library regulations in conjunction with the Library Charter.

## Library Charter

The intention of this charter is to communicate our commitment to library users and to outline the responsibilities and expectations of all who use the Library.

### Inner Temple Library will:

- Promote a positive and engaging environment supporting the educational and professional needs of all users.
- Maintain the Library service at the highest levels and offer relevant, stimulating, and current materials.
- Provide help using library resources and facilities for all users.
- Offer a range of legal research training sessions.
- Respond to enquiries and comments courteously, in a timely fashion, and treat all users equally with dignity and respect.
- Encourage and consider feedback both formal and informal, listening to suggestions for the development of the service and implementing suitable suggestions.
- Ensure appropriate use of the service and facilities
- Maintain fair and transparent procedures for considering complaints in line with the 'Inner Temple Complaints Policy': <https://www.innertemple.org.uk/who-we-are/how-we-operate/policy-statements/complaints>.

### Library users are expected to:

- Show consideration for other users.
- Treat staff and other library users with dignity and respect.
- Respect the Library environment which includes spaces, facilities, and collections.
- Alert staff to any issues with the Library service, collections and space – feedback is always welcome.

## **Regulations**

### **Access:**

- The Library is open to barrister and student members of all four Inns of Court.
- Members of the other Inns of Court are entitled to use the Library as an extension of their right to use their own Inn's library. A member who has been banned from their own Inn's library as a result of disciplinary action is no longer permitted to use the Inner Temple Library
- Non members, including researchers and scholars will only be admitted at the discretion of the Librarian. Such requests for admission must be submitted in advance of the requested visit.
- Inner Temple members who wish to show visitors round the Library must first obtain permission from staff at the Enquiry Point.

### **Using the Library:**

The Library is a place for quiet and comfortable study.

- Mobile phones should be in silent mode or switched off.
- Drinks with lids are permitted in the Library spaces [unless specifically indicated otherwise].
- Food is not permitted in the Library.
- Unattended items will be treated as a security risk and will be removed from the Library.
- The taking of photographs in the Library is permitted but please ask Library staff first and be considerate of other users.
- In the event of an emergency Library users must leave the Library as directed by staff. Library Users are asked to familiarise themselves with the posted emergency procedures and in the event of an emergency must leave as directed by staff.

### **Using the collection:**

- As a working reference library, only limited overnight loans for members are available.
- We ask users not to mark library materials in any way. This includes using highlighters, pens or pencils in books or using post it notes.
- Users must abide by UK copyright law when copying and scanning.
- Use of the databases must be within the terms of the Library's license conditions. Ask staff if you are unsure.

Breaches of the Library rules will initially be dealt with by the Librarian or Deputy Librarian. Continued or more serious breaches will be referred to the Sub-Treasurer.