


Lincoln's Inn Library
London WC2A 3TN
Tel: 020 7242 4371
Fax: 020 7404 1864
Email: library@lincolnsinn.org.uk
Catalogue: www.lincolnsinnlibrary.org.uk

 twitter.com/LILibrary  facebook.com/lincolnsinnlibrary

 instagram.com/lincolns_inn_library/

July 2018

INFORMATION FOR BARRISTERS



Lincoln's Inn Library

OPENING HOURS

Daily opening

The Library is normally open Monday to Friday 9 am to 8 pm. In August and during the first two weeks of September the Library is open Monday to Friday 9.30 am to 6 pm. A bell is rung five minutes before closing time.

Saturday Opening

In addition, during term one Inn Library is open on Saturdays from 10 am to 5 pm, and may be used by members of any Inn. There is a weekly rota and a full calendar of dates is available separately (and on the Inn's website).

Special Closures

It is occasionally necessary to close the Library early for special functions such as Call Day. Advance notice is given. Normally, the Library closes for a fortnight at Christmas.

WHO MAY USE THE LIBRARY

The Library is open to all barristers who are members of the Inn or who have chambers in the Inn and their pupils. Barristers who are not members and have chambers elsewhere are welcome to use the Library for material not held by their own Inn, but may not borrow.

FINDING A BOOK

Textbooks and Serials

Some heavily used books, eg the White Book, are kept behind the desk. Other current practitioners' textbooks are shelved alphabetically by author in cases 19-29, the "Textbook Bay". Law reports, journals, etc. are at various locations throughout the Library.

Shelf Numbering and Navigation of the Library

The main book cases are numbered in Arabic numerals and the flat-topped free standing "Desk" bookcases in Roman numerals. Refer to the map for their arrangement. Readers are free to fetch books from the Cellar stacks, which are reached via the stairs in the north west corner (through the Benchers' Bay).^{*} Apply to the staff for other material.

The Catalogue and Guides

The Library's full catalogue is available online and is described more fully in the "Computers Databases" leaflet. It is available outside the Library on the internet at www.lincolnsinnlibrary.org.uk.

^{*}*During the Inn's development works, the Cellar is closed to staff and users.*

HELP

Do not hesitate to ask the Library staff for help

Librarian	Dunstan Speight
Deputy Librarian	Catherine McArdle
Archivist	Megan Dunmall
Assistant Librarian	Carolyn Rampling
Assistant Librarian	Mark Leonard
Assistant Librarian	Frances Bellis
Graduate Trainee.....	Anne Binsfeld
Library Assistant	Hannah Ball
Service/Shelving Assistant	Roland Nedd

See also the Library pages on the Inn's website: www.lincolnsinn.org.uk

OTHER LIBRARIES AND SERVICES AVAILABLE TO BARRISTERS

The other Inns

Barristers may use another Inn library to consult an item not held by their own library. Middle Temple holds specialist collections of EU (including member states) and United States materials, Inner Temple (together with Lincoln's Inn) holds Commonwealth material and Gray's Inn public international law and selected English language materials for countries other than the EU, United States and the Commonwealth. Union lists of current law reports, journals, loose-leaf works and electronic sources held by the four Inns are available, and the catalogues of the other Inns may be accessed from the Lincoln's Inn catalogue or via the internet.

Institute of Advanced Legal Studies

17 Russell Square, WC1, Tel: 020 7862 5790

The largest legal library in London with extensive foreign holdings. We can obtain photocopies from them by email, post or fax, including copyright-cleared copies where for copyright reasons we are unable to supply. The Standard Service is £21.80 + VAT per item copyright-cleared (less 10% for judicial proceedings and non-commercial purposes): items ordered before 12 noon will be dispatched later the same day. The Express Service is available at £43.60 + VAT per item (and 10% discount as above) for dispatch in under 60 minutes. Barristers may make personal use of the Institute's library by buying a £20 day ticket or taking out a subscription, but otherwise requests for photocopies should be made via the Inn's Library and not direct.

Photocopies of journal articles

Photocopies of articles from many of the journals indexed on the Legal Journals Index on Westlaw UK but not held in the Inns can be obtained. See the sheet on the Document Delivery Services with the list of journal abbreviations in the black folders by the computers.

Copies of three Quick Reference Guides are distributed around the Library. One (green) lists law reports and journals. The other two (pink and yellow) list current textbooks by subject and author.

SOME HEAVILY USED MATERIALS

Atkin's Court Forms, Encyclopedia of Forms and Precedents	29 & 36
Current Law, The Digest etc	Desk VIIA
Dictionaries	
Legal	Desk VIIA
English	91
Other	Desk VIIA
Directories	90
European materials	
EU	46 - 54
Human rights	54 - 56
Halsbury's Laws	82
Law Commission reports	89
Newspapers	West window
Newspaper law reports	45
Parliamentary papers	Apply to the staff
Statutes	
Halsbury's	111
Current Law	107
Public General	Desk IV & 108
Local	Upper Gallery South
Statutory Instruments	Cellar 26*
Tax books and reports	Desk VII
Textbooks (A/Z by author)	
Current	19 - 28
Non-current and old editions	Lower Gallery South

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Commonwealth materials

The Library holds extensive collections of Commonwealth legislation and law reports (though only a few textbooks). The current acquisitions policy is to concentrate mainly on Australasia, Malaysia, Singapore, the Pacific, and Africa, with Inner Temple Library having primary responsibility for Canada, Hong Kong, India, Pakistan and the Caribbean, though the Library does hold some materials from those jurisdictions.

The location of current material from the most used jurisdictions is as follows:

Lower Gallery North

Australia	176 - 193
Canada	193 - 201
New Zealand	202 - 205

Upper Gallery North

Bahamas	245 - 246
Brunei	246 - 247
Cayman Islands	247 - 249
Hong Kong	249 - 256
Malaysia	257 - 272
Singapore	273 - 278

Other material is arranged alphabetically by country in Cellar 97-184*

Parliamentary materials

The Library holds a virtually complete set of all Parliamentary papers and debates. The main exception is House of Commons Standing Committee debates which, bar a small selection for sessions 1954/55 to 1971/72, are held only from 1983/84. Apply to the staff as most of the collection is on closed access.

A separate leaflet, available at the enquiry desk, gives a step-by-step guide to finding Parliamentary debates on statutes for *Pepper v Hart* research.

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BORROWING

The Library is primarily for reference only. However, most books may be borrowed overnight or for the weekend after 6 pm to be returned by 9.30 am. Note that on those weekends when the Library is open on Saturday, weekend borrowing is not available on Friday evenings - books may only be borrowed after 4.45 pm on Saturday for the remainder of the weekend.

If you require more than 50 pages of photocopying (and such copying would not be in breach of copyright) you may take books back to chambers for up to two hours.

Longer loans of limited categories of non-current textbooks are allowed. Full details of the borrowing arrangements are on the noticeboard.

The above borrowing facilities are only available to barristers who are members of the Inn or who have chambers in the Inn and their pupils.

MOBILE PHONES

Use of mobile phones in the Library is not allowed. Please ensure any mobile phone is switched off or on silent ring before it is brought in.

SECURITY

We have experienced several incidents of pickpockets stealing readers' wallets and handbags. Never leave your valuables unattended - not even for a brief moment to fetch a book. Jackets and handbags on the backs of chairs are particularly vulnerable. Report anyone acting suspiciously to the staff immediately. You may be asked to show some form of identity.

A book detection system is installed. Should the alarm sound on leaving the Library, please return to the desk.

PHOTOCOPYING

Using the machines

There are four self-service photocopiers in the Library. The machines accept most coins but also, for greater convenience, re-usable cards which can be purchased at the desk. Copies are 10p using coins, 8p using cards. The cards cost £4 each and are initially credited with £3.20 worth of copies. When those copies have been used, simply re-charge the card at the machine to the value of your choice by inserting coins. Coins can be obtained from the staff if needed.

Photocopying copyright material

Barristers should be particularly aware of the legal restrictions on photocopying copyright material. Unless the copy is required for the purposes of judicial proceedings, all that is permitted is “fair dealing for the purposes of research for a non-commercial purpose or private study”.

Fair dealing does not cover:

- (a) Making more than one copy
- (b) Copying more than one article out of an issue of a journal

Distance service

Subject to copyright, the Library is happy to supply photocopies by email or post to barristers outside the Inns. The per page charge is 20p by email or post. The handling charge is £6 for the first item requested, and £3.00 for each additional item requested at the same time. VAT is also payable.

Unless the copy is required for the purposes of judicial proceedings, copying of copyright material is subject to the above conditions and a statutory declaration form has to be returned to the Library before a copy can be supplied. See overleaf on the Institute of Advanced Legal Studies service if we are unable to supply for copyright reasons.

ONLINE DATABASES

A separate leaflet describes the Library’s extensive range of online databases.

INTERNET ACCESS

Internet access is freely available on the main network PCs, but users wanting to make extended personal use should book a session on one of the word-processing PCs in the Upper Gallery which are internet enabled (see below).* Wi-fi access is also available for readers with their own laptops (see below).

WORD PROCESSING FACILITIES

*Location of PCs for Word Processing**

If you want to do word processing, do not use the network PCs in centre of the Library. Three PCs for word-processing are available on the main floor of the Library near the west window.

Booking a PC

Always book in at the enquiry desk first. Bookings are also taken by phone. Sessions are up to 1 1/2 hours at a time and may only be booked on the day except for the first session, 9 to 10.30, which may be booked at any time the day before. If you finish before your full time is up, cancel your slot at the desk. Also pay at the desk for any printing (5p per page).

Saving your work

Users are strongly advised to save their work to a flash stick, not to the hard disk which is automatically wiped. Flash sticks are available for purchase.

Technical support

Use of the facilities is entirely at the user's own risk and users should be aware that at certain times of the day no technical support is available. The Library cannot accept any responsibility for work lost, however caused.

WI-FI

Wi-fi is available for barristers to access the internet from their personal laptops. This is for general internet and email usage only. It does not provide access to the Library’s subscription databases or networked services. Ask at the enquiry desk for the security code to access for the first time.

**During the Inn's development work, there are limited PCs available for word processing. Please speak to staff if you require word processing facilities.*

LINCOLN'S INN LIBRARY

1 - 120 MAIN FLOOR
 121 - 170 LOWER GALLERY SOUTH
 171 - 212 LOWER GALLERY NORTH
 213 - 243 UPPER GALLERY SOUTH
 244 - 279 UPPER GALLERY NORTH

CELLAR 1 - 280
 OPEN TO READERS VIA NORTH
 WEST TURRET STAIRS THROUGH
 BENCHERS BAY

CELLAR 281 - 345 & ALL OTHER
 LOCATIONS
 PLEASE APPLY TO STAFF

UPPER
GALLERY
SOUTH

LOWER
GALLERY
SOUTH

MAIN
FLOOR

LOWER
GALLERY
NORTH

UPPER
GALLERY
NORTH

STAIRS TO
UPPER
GALLERY
SOUTH
&
LIBRARY
ENTRANCE
DURING
WORKS

STAIRS TO
UPPER
GALLERY
SOUTH

