

INFORMATION FOR STUDENTS



Lincoln's Inn Library

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Email: library@lincolnsinn.org.uk

Catalogue: www.lincolnsinnlibrary.org.uk

 twitter.com/LIILibrary  facebook.com/lincolnsinnlibrary

 instagram.com/lincolns_inn_library/

July 2018



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).

Members only

The Library is not open to student members of other Inns (except when it is open on a Saturday).

FINDING A BOOK

Textbooks

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.

Other material

Most of the other materials needed by students are on the ground floor of the Library and are listed in the green, pink and yellow Quick Reference Guides, copies of which are distributed around the Library.

The Library catalogue

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. The main bookcases are numbered in Arabic numerals and the flat-topped free-standing "Desk" bookcases in Roman numerals. Refer to the map for their arrangement.

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

COMPUTER 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 located close to the west window 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 the centre of the Library. Three PCs with USB ports are available close to 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 USB, not to the hard drive which is automatically wiped.

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 students 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.

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	90
Other	Desk VIII
European materials	
EU	46 - 54
Human rights	54 - 56
Halsbury's Laws	82
Law Commission reports	89
Legal Directories	90
Newspapers	Desk III
Newspaper law reports	45
Parliamentary papers	Apply to the staff
Statutes	
Halsbury's	111
Current Law	107
Public General	Desk IV & 109
Local	Upper Gallery South
Statutory Instruments	Cellar 26*
Tax books and reports	Desk VII
Textbooks (A/Z by author)	
Current	19 - 29
Non-current and old editions	Lower Gallery South

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

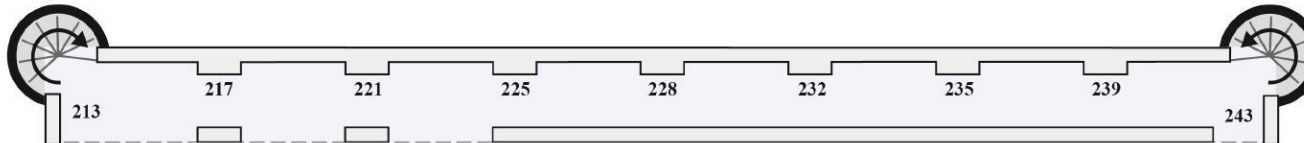
LINCOLN'S INN LIBRARY

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

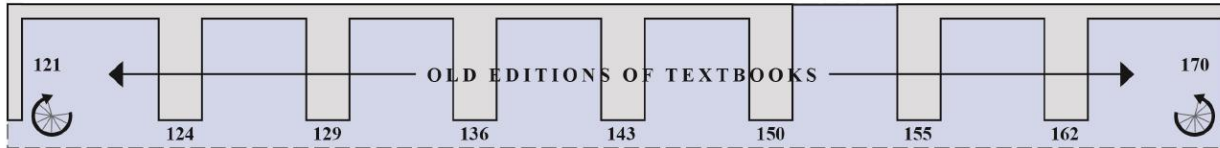
CELLAR 1 - 345
 CELLAR CLOSED TO STAFF AND
 USERS

OTHER LOCATIONS
 PLEASE APPLY TO STAFF

UPPER
GALLERY
SOUTH



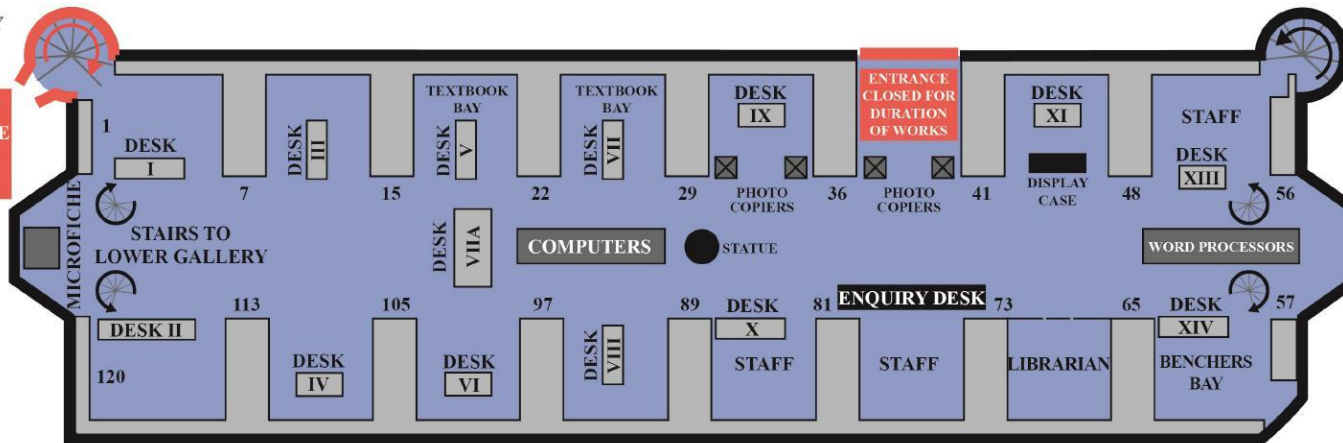
LOWER
GALLERY
SOUTH



STAIRS TO
UPPER
GALLERY
SOUTH
&
LIBRARY
ENTRANCE
DURING
WORKS

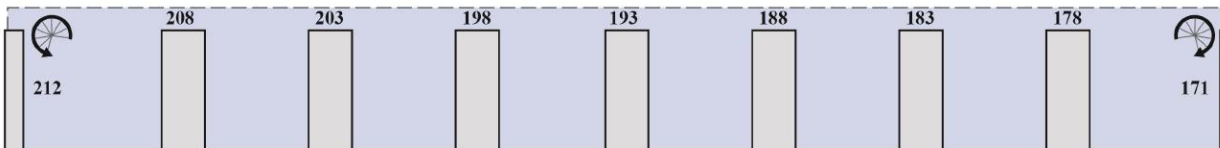
LIBRARY
ENTRANCE
DURING
WORKS

MAIN
FLOOR



STAIRS TO
UPPER
GALLERY
SOUTH

LOWER
GALLERY
NORTH



UPPER
GALLERY
NORTH

