

INFORMATION FOR BARRISTERS



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

 twitter.com/lincolnsinn  facebook.com/lincolnsinn

 instagram.com/LincolnsInn

February 2022



Lincoln's Inn Library

OPENING HOURS

Daily opening

The Library is open Monday to Friday 9 am to 7 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

Most textbooks are shelved alphabetically by author in cases 91-111, the "Textbook Bay". EU law textbooks are shelved alphabetically by author in cases 111-112. Law reports are shelved on the south side of the main floor and journals are in the Upper Gallery north.

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. Apply to staff for any material shelved in the cellar.

The Catalogue and Guides

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

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
Library Assistant	Heidi Kinderman
Graduate Trainee.....	Matthew Bland
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.

Copies of the Quick Reference Guides are distributed around the Library. One lists law reports, another lists journals and the third lists current textbooks by subject.

SOME HEAVILY USED MATERIALS

Encyclopedia of Forms and Precedents, Atkin's Court Forms	73 & 81
Current Law, The Digest etc	Desk VIIA
Dictionaries	
Legal	Desk VIIA
English	90
Other	Desk VIIA
Directories	90
Halsbury's Laws	Desk XIV
Law Commission reports	Cellar
Newspapers	Desk III
Parliamentary papers	Apply to the staff
Statutes	
Halsbury's	Desk VIII
Current Law	Desk VIII
Public General	Desk VI
Local	Upper Gallery South
Statutory Instruments	Cellar
Textbooks (A/Z by author)	
Current	91 - 111
Non-current and old editions	Lower Gallery

BORROWING

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.

Commonwealth material is arranged alphabetically by country in the Cellar.

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.

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.

The Library is primarily for reference only. However, some textbooks 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. Looseleaves, law reports and journals cannot be borrowed and overnight loans are limited to 4 books per person.

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 3 photocopiers on the main floor of the Library. Photocopies are made using a photocopying card which is available from the enquiry desk and costs 80p. Credit can be added to the photocopying card with a debit/credit card at the enquiry desk or with cash at the top-up point in the centre of the Library. The charge per page is 8p.

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

The Library is able to supply photocopies by post or email to barristers provided that copyright is not infringed.

We can supply copies of material for the following purposes as these are specifically permitted under the copyright legislation:

- Judicial proceedings
- Non-commercial research or private study

We can also supply copies of material which is out of copyright (as a rule of thumb, this is material which was published more than 125 years ago) and material which is governed by Crown copyright.

The per page charge is 20p by post or e-mail for material required for judicial proceedings or non-commercial research. There is a handling charge of £6 for the first item, and then £3 for each additional item requested at the same time. VAT is also payable. An invoice will be sent when the copies have been supplied.

The Library also has a licence with the Copyright Licensing Agency which allows us to provide copies of printed material for other purposes on payment of a fee.

The CLA fees for commercial copying apply to people copying in the Library as much as to users of the document supply service.

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 near the west window in the Library which are internet enabled, but do not have access to the Library’s subscription databases. 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 for word-processing are available on the Upper Gallery north. Printing is available using a photocopying card and costs 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.

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.

MAIN LIBRARY LEVEL

STAIRS TO LOWER GALLERIES

STAIRS TO UPPER GALLERY SOUTH

STAIRS TO UPPER GALLERY NORTH

BRIDGE TO CELLAR VIA LIFT OR STAIRS

MAIN ENTRANCE

FIRE EXIT

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DESK III

DESK IV

DESK V

DESK VI

DESK VII

DESK VIII

DESK IX

DESK X

DESK XI

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