

## 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](http://www.lincolnsinn.org.uk)

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Catalogue: [www.lincolnsinnlibrary.org.uk](http://www.lincolnsinnlibrary.org.uk)



[twitter.com/lincolnsinn](https://twitter.com/lincolnsinn)



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[instagram.com/LincolnsInn](https://instagram.com/LincolnsInn)

February 2022

# INFORMATION FOR STUDENTS



Lincoln's Inn Library

## OPENING HOURS

### ***Daily opening***

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The Library is currently 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).

### ***Members only***

The Library is open to barristers and their clerks and Bar students of the four Inns of Court.

## FINDING A BOOK

### ***Textbooks***

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

### ***Other material***

Most of the other materials needed by students are on the ground floor of the Library and are listed in the green and pink 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 "Digital Services and Databases" leaflet. It is available outside the Library on the internet at [www.lincolnsinnlibrary.org.uk](http://www.lincolnsinnlibrary.org.uk). The main bookcases are numbered in Arabic numerals and the flat-topped free-standing "Desk" bookcases in Roman numerals. Apply to staff for any material shelved in the cellar.

## 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 in the Upper Gallery north 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 in the Upper Gallery north.

Printing is available using a photocopying card and costs 5p per page.

Photocopying cards can be purchased at the enquiry desk and cost 80p. Credit can be added either by debit/credit card at the enquiry desk or by cash at the top-up point in the centre of the Library.

### ***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.

### ***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***

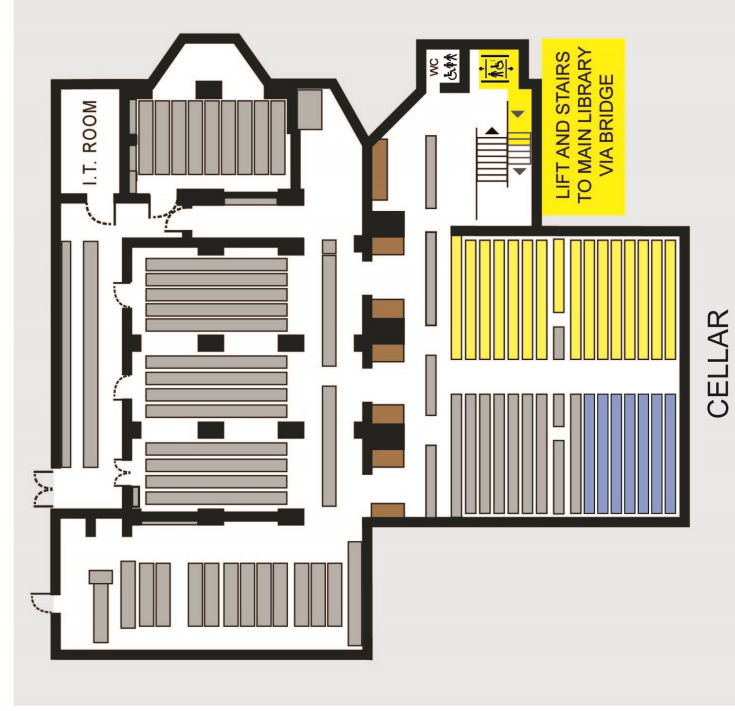
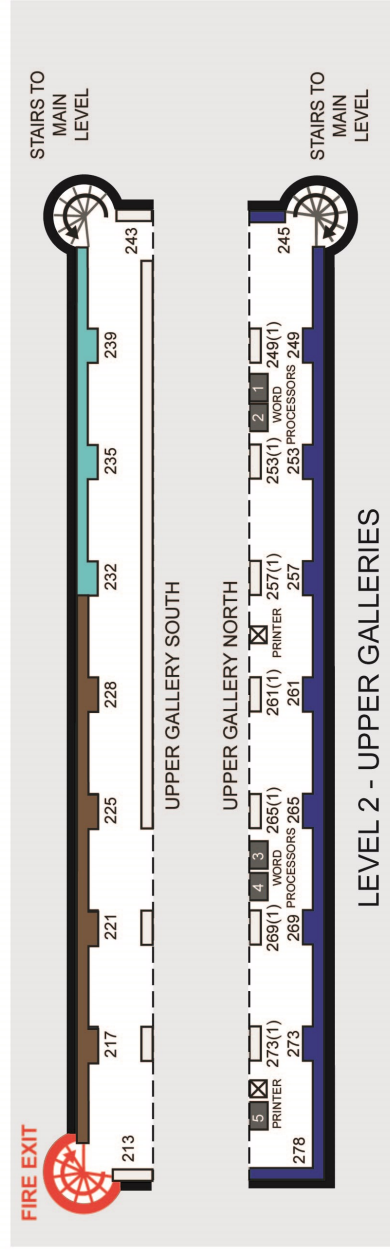
The Library holds a virtually complete set of all Parliamentary papers and debates. The bulk of the collection is located in the cellar and the Upper Gallery South. Please apply to staff for the exact location of the material you require.

## **COMPUTER DATABASES**

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

## **SOME HEAVILY USED MATERIALS**

Encyclopedia of Forms and Precedents, Atkin's Court Forms .....	73 & 81
Current Law .....	Desk VIIA
Dictionaries .....	
Legal .....	90
English .....	90
Other .....	Enquiry Desk
Halsbury's Laws .....	Desk XIV
Law Commission reports .....	Cellar
Legal Directories .....	90
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 .....	Textbook Bay 91 - 112
Non-current and old editions .....	Lower Gallery

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- The diagram illustrates a vertical library floor plan with the following sections from top to bottom:

  - MAIN LIBRARY LEVEL**
    - LAW REPORTS (shelves 1-52)
    - HUMAN RIGHTS REPORTS (shelves 53-56)
    - TEXTBOOKS (shelves 91-111)
    - EU / ROMAN LAW / JURISPRUDENCE (shelf 111-112)
    - LEGISLATION (desks IV, VI, VIII)
    - LEGAL HISTORY / BIOGRAPHY (shelves 113-120)
  - LEVEL 1 - LOWER GALLERIES**
    - TEXTBOOKS - OLD EDS (shelves 170-212)
  - LEVEL 2 - UPPER GALLERIES**
    - LOCAL, PRIVATE AND PUBLIC ACTS (shelves 214-230)
    - PARLIAMENTARY PAPERS (shelves 231+242)
    - JOURNALS (shelves 245-278)
  - CELLAR**
    - OTHER UK JURISDICTIONS / DEPENDENT TERRITORIES
    - COMMONWEALTH