



Lincoln's Inn
Library



Information for Barristers

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For Contact Details and Social Media - See Back Cover

Who May Use the Library?

The Library is open to:

- Barristers and their Clerks.
- Bar Students of the four Inns of Court.

Please Note:

- Borrowing facilities are not available to students.

Rules for Readers

Conduct

You must:

- Abide by the Inn's code of conduct (scan the QR code below).
- Respect other readers and the Inn's staff.
- Respect other people's personal space.
- Not make inappropriate comments or ask intrusive personal questions.
- Be considerate of the requirements of other readers and help maintain a quiet environment suitable for study.



Scan the QR code to see the Code of Conduct for Members of Lincoln's Inn.

Food and Drink

- You must not bring any food into the Library
- You may bring drinks into the Library if they are in a container with a non-spill cap.

Photography

- Do not take any photographs in the Library.
- In exceptional circumstances, permission to take a photograph may be permitted, but only at the discretion of Library staff.

Mobile phone use

- Do not speak on your phone in the Library.
- Keep the ring tone on silent.
- If you must take a phone call, we ask you to step outside the Library.

Complying with copyright and online licences

- Familiarise yourself with and abide by the terms of licence conditions when using electronic databases.
- You may only make copies from library material as allowed by current UK copyright legislation (see pages 12 & 13).

Security

- Do not leave bags or valuables unattended in the Library.
- A book detection system is installed. Should the alarm sound on leaving the Library, please return to the desk.

Breaches of the Library rules could lead to offenders being banned from all the Inn libraries.

Opening Hours

Daily Opening

- The Library is open Monday to Friday 09.00 - 19.00.
- In August and during the first two weeks of September, opening times are 09.00 - 18.00.
- A bell is rung ten minutes before closing time.

Saturday Opening

- One Inn Library is open 10.00 - 17.00 during term time.
- This Library may be used members of any Inn.
- There is a weekly rota and full calendar of dates available at the enquiry desk and on the Inn's website.
- Saturday opening hours are also posted on the Inn's social media - see back of this leaflet.

Special Closures

- It is occasionally necessary to close the Library early for special functions. Advance notice is given and announced on social media.
- The Library usually closes for two weeks at Christmas.

Internet Access

- Internet access is freely available on the main network PCs. Wi-Fi is available for internet access from personal laptops and phones, but does not provide access to the Library's subscription databases.
- Ask at the enquiry desk for the Wi-Fi password.

Finding a Book

Textbooks and Serials

- Most current textbooks are shelved alphabetically by author in cases 9I - III, the “Textbook Bay”.
- EU Law textbooks are shelved alphabetically by author in cases III-II2.
- Law Reports are shelved on the south side of the main floor.
- Journals are in the Upper Gallery North.

Shelf Numbering and Navigation of the Library

- Most of the materials needed by barristers are on the main floor 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 overleaf 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 in more detail in the “Digital Services and Databases” leaflet. It can be accessed outside of the library at www.lincolnsinn.org.uk.
- Copies of our Quick Reference Guides are distributed around the Library. The pink guide lists current textbooks by subject, the yellow guide lists law reports, and the green guide lists journals.

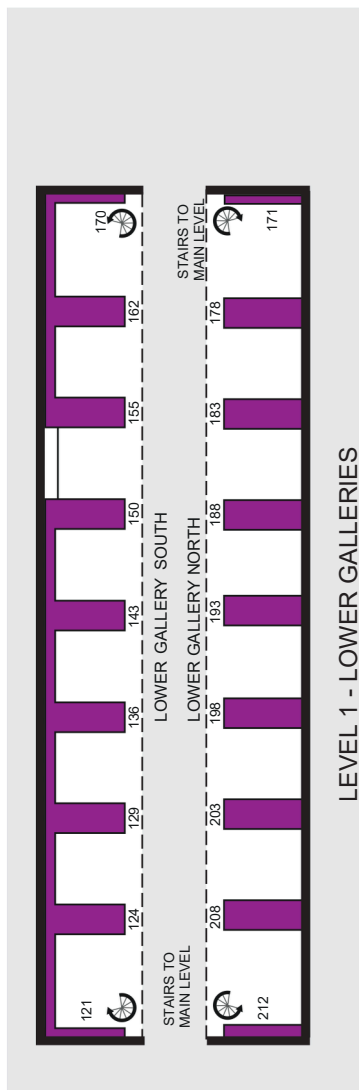
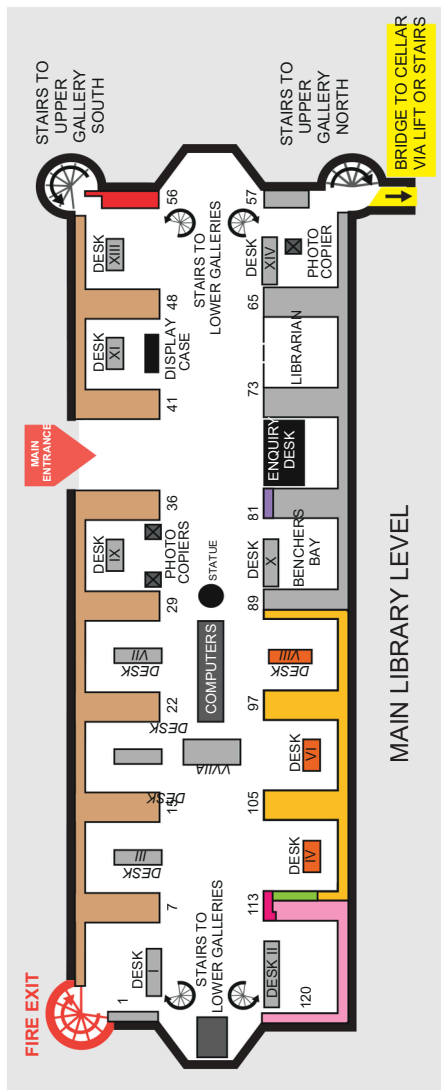
Borrowing

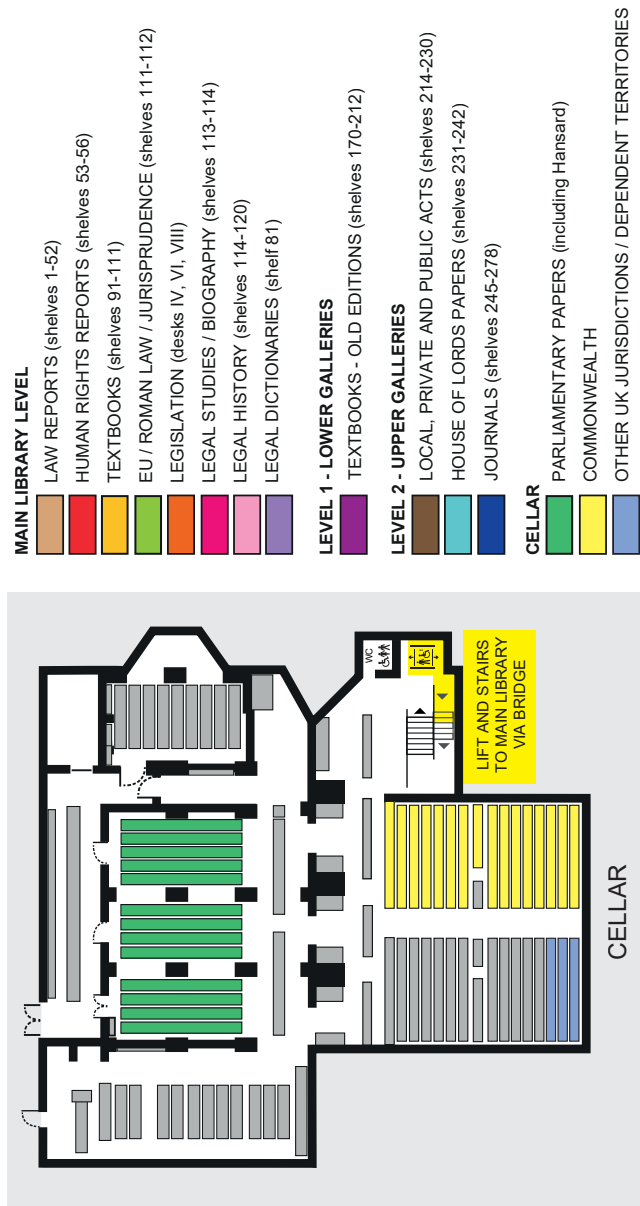
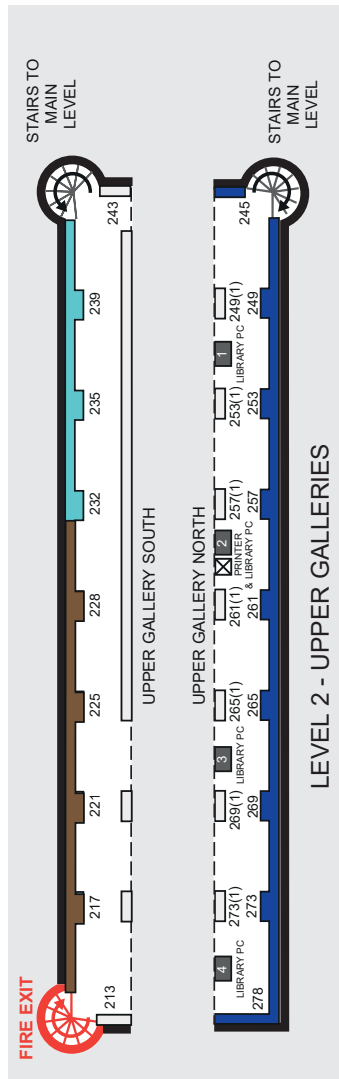
- The Library is primarily for reference only. However, some textbooks may be borrowed overnight, or for the weekend after 18.00, to be returned by 09.30 the next day.
- Note that on those weekends when the Library is open on Saturday, weekend borrowing is not available on Friday evenings - books may only be borrowed after 16.45 on Saturday for the remainder of the weekend.
- Loose-leafs, 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 - see pages 12 & 13) 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.

Standalone PCs

- PCs with USB ports can be found in the Upper Gallery North. These are equipped with Microsoft Office Suite for your use, but they do not have access to subscription databases.
- Users are strongly advised to save their work online or to a USB stick, not to the PC itself, which is automatically wiped overnight.
- 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.

Locations of Popular Materials





Heavily Used Materials

Encyclopedia of Forms and Precedents	Case 73
Atkin's Court Forms	Case 81
Current Law	Desk VIIA
Halsbury's Laws	Desk XIV
Law Commission Reports	Cellar
Legal Directories	Case 90
Parliamentary Papers	Apply to Staff

Dictionaries

Legal Dictionaries	Case 81
English Dictionaries	Case 90
Other Dictionaries	Enquiry Desk

Statutes

Halsbury's Statutes	Desk VIII
Current Law Statutes	Desk VIII
Public General Acts	Desk VI
Local Acts	Upper Gallery South

Statutory Instruments. Cellar

Textbooks (A-Z by Author)

Current Textbooks	Textbook Bay: Cases 91 - 112
Pre-Current and Old Editions.	Lower Gallery South
City Law School Manuals	Case 81

Commonwealth Materials

- The Library holds extensive collections of Commonwealth legislation and law reports - though only a few textbooks.
- The current acquisitions policy is to focus mainly on Australia, Malaysia, Singapore, the Pacific and Africa.

- Inner Temple have primary responsibility for Canada, Hong Kong, Pakistan and the Caribbean, though we do 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 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.
- Further materials are available via *PublicInformationOnline*, a subscription database accessible from within the Library.
- 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.

Online Databases

- Our '**Digital Services and Databases**' leaflet describes the Library's extensive range of online databases.
- Please speak to Library staff if you require assistance.

Photocopying, Scanning and Printing

- There are 3 photocopiers on the main floor of the Library, which can also be used for printing and scanning.
- Printing and photocopying are paid for using a photocopying card, which is available from the enquiry desk.

Photocopying Copyrighted Material

- Barristers should be particularly aware of the legal restrictions on photocopying copyrighted 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:
 - Making more than one copy
 - Copying more than one article from a journal issue.

Document Supply Service

- The Library is able to supply scans to barristers by email for a charge, provided that copyright is not infringed (see above).
- The per page charge is 50p for material required for non-commercial research.
- There is a handling charge of £6 for the 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.
- To make a Document Supply request, please fill in the copyright declaration form on the Library and Archives section of the Lincoln's Inn website.

Copyright responsibilities for Document supply:

- We can supply copies of material for:
Judicial proceedings, and
Non-commercial research or private study.
 (these are permitted under copyright legislation).
- 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 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.

Other Inn Libraries and Services for Barristers

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

- Shares responsibility for Commonwealth material with Lincoln's Inn.

Gray's Inn

- Holds 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 independently.

Institute of Advanced Legal Studies

17 Russell Square, WC1. Tel: 0207 862 5790

- This is the largest legal library in London, with extensive holdings for jurisdictions outside the United Kingdom.
- We can obtain copyright-cleared copies from them by email 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.
- 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 directly.

Further Help

Please do not hesitate to ask Library staff for help

Librarian	Dunstan Speight
Archivist	Megan Dunmall
Senior Research Librarian	Carolyn Rampling
Senior Research Librarian	Mark Leonard
Research Librarian	Matthew Bland
Library Assistant	Isabella Chiti-Rodriguez
Library Assistant	Daisy Dashwood
Library Assistant	Hannah Ball
Service and Shelving Assistant	Roland Nedd

See also the Library pages on the Inn's website:

www.lincolnsinn.org.uk



Lincoln's Inn Library London WC2A 3TN

Tel: 020 7242 4371

Email: library@lincolnsinn.org.uk

Catalogue: www.lincolnsinn.org.uk

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facebook.com/lincolnsinn

instagram.com/lincolnsinn