



**GRAY'S  
INN**

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[www.graysinn.org.uk/library](http://www.graysinn.org.uk/library)



Library  
User Guide





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# Welcome



The Library is open to all barrister and student members of the four Inns of Court

- Over 75,000 books, journals and law reports, including historic materials
- A range of online services including Lexis Library, Westlaw and Practical Law
- A team of law librarians to answer enquiries and assist with using the Library
- A quiet, professional environment conducive to work and study
- A document supply service for those working outside London or otherwise unable to visit the Library
- A specialist collection of international law materials maintained on behalf of the four Inns

## Contact

Tel: 020 7458 7822

Email: [library@graysinn.org.uk](mailto:library@graysinn.org.uk)

Website: [www.graysinn.org.uk/library](http://www.graysinn.org.uk/library)

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



# Opening hours



## During legal terms

Monday to Friday - 9:00 am to 8:00 pm

## Outside legal terms (August to mid-September)

Monday to Friday - 9:00 am to 5:00 pm

We do not open on bank holidays or over the Christmas period and occasionally the Library is closed in order to host events in the Inn's educational programme. Changes to opening hours are posted on our website and social media pages.

## Saturday opening - 10:00 am to 5:00 pm

During legal terms, one of the four Inn libraries opens every Saturday on a rota basis. Members of any Inn may use whichever library is scheduled to be open.

Visit our website to view the Saturday opening rota.



# Library collections

The Library aims to provide a broad range of English legal materials to meet the general needs of practising barristers and Bar students. The collections are primarily for reference only, but limited borrowing is permitted (see page 7).

## Core Collection

The core collection of English law consists of primary, secondary and local legislation, law reports, journals, encyclopaedias, textbooks and legal databases. Old editions of textbooks are retained and may be consulted on request.



## Specialisms and International Law

The four Inn libraries divide responsibility for collecting non-English law and certain specialist areas of English law. All barristers and students are welcome to use the specialist collections at any of the Inn libraries.

Our key specialist collection is international law. We provide comprehensive coverage of public international law and sources relating to international arbitration.

Our other specialisms include air and space law, construction law, human rights, sports law and Northern Irish law.



The key specialisms of the other Inn libraries are parliamentary materials, held at Lincoln's Inn, US and EU law at Middle Temple, and Commonwealth law, shared by Inner Temple and Lincoln's Inn. A full listing of all the subject specialisms of the Inn libraries appears at the end of this Guide.

## New Books

New books are regularly added to the Library. We welcome suggestions for new titles, though please note not all suggested titles will necessarily be purchased. You may complete our online form or email: [library@graysinn.org.uk](mailto:library@graysinn.org.uk)

## Donations

If you are the author of a legal text and are in a position to give a copy to the Library, we are always delighted to accept donations. All donations are acknowledged with a special bookplate and an announcement on our website and social media pages.

## Book loans

All Library users may borrow ordinary books and bound periodicals on the production of appropriate ID, for either:

- one hour during opening times
- overnight - from one hour before closing until one hour after opening

Benchers of the Inn may borrow items for a longer period in person or through an intermediary on production of a note bearing the Bencher's signature.



# Rare books and manuscripts

The Library holds 24 medieval manuscripts. When and how the manuscripts were first acquired is uncertain; however they have been in the possession of the Inn since at least 1697 as they are listed in the *Catalogi librorum manuscriptorum Angliae et Hiberniae*, published in that year.



All the works are in Latin with the exception of manuscripts 8, 10 and part of 12.

We also have a small collection of post-medieval manuscripts, almost all on legal subjects and a collection of pre-1800 books, which includes a 1477 edition of **Statham's** Abridgement and a collection of the works of Francis Bacon (1561-1626) many in the first edition.

Accredited researchers should make a request to the Librarian if they wish to consult any of the Inn's manuscripts or rare books.



## The Lee Collection

The Library holds a collection of old and rare books bequeathed by Master Robert Warden Lee (1868-1958), an eminent scholar of Roman-Dutch Law. A complete list of the Lee Collection is on our website. Items may be consulted on request.



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... quedā

... fuerat.

... tantū

... uerant

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... merita ta-

... uita quoq;

... in honore

... p̄m̄finita sc̄loꝝ sc̄la

... Sc̄e **I**uliana



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& digna cū satione. & i



# The Lauterpacht Collection



Elihu Lauterpacht was called to the Bar at Gray's Inn in 1950. A renowned scholar and international lawyer, Master Lauterpacht died in February 2017 and bequeathed his personal international law library to Gray's Inn.

The Collection is made up of books, journals, law reports, pamphlets, off-prints, government publications and conference proceedings, all relating to international law. It is a significant new acquisition for the Library and an important supplement to its flagship international law collection.

The sorting and cataloguing of the Collection is currently a major ongoing project. Further information about the Collection and reports on work-in-progress can be found on the website and social media pages. Search the Library catalogue for Lauterpacht Collection to see what has been added so far.



## IT facilities

PCs are available on the ground floor, the Gallery and in the North Library. The Library Intranet, MS Office and printing facilities and are available from the Library PCs. The Intranet delivers our online services, selected free web resources and the Library catalogue.

You are welcome to use your own laptop or mobile device; power points are situated under the tables in Bays III to VII, along the centre tables on the Ground Floor and North Library, and all Bays in the Gallery.

Please note access to online services and printing is not currently possible from personal devices.



### WI-FI IS AVAILABLE THROUGHOUT THE LIBRARY

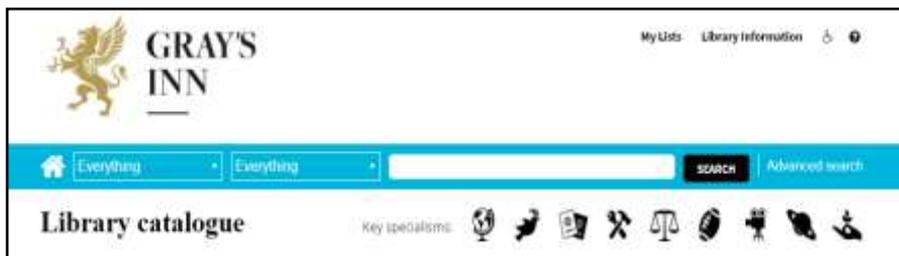
The WIFI password is changed regularly and is available at the enquiry desk.

## Accessibility

To assist the visually impaired, a dedicated workstation provides a large screen and large-print keyboard. A specialised viewer allows magnification of hardcopy text and adjustment of contrast/colour as needed. Specialist software gives access to the Library Intranet and MS Office. It is suitable for visually impaired users from low-vision to blind, and may be used to magnify the screen or convert text to speech.

We have two height-adjustable desks so that wheelchair users or those with back problems may adjust their working position. All floors are accessible by lift, though please note the Gallery is too narrow to admit most wheelchairs.

Library staff are always happy to help users with the assistive technology or to obtain and copy items from the collection. Should you have any special requirements please contact us in advance to discuss how we may assist you.



## The Library catalogue

Within the Library, the catalogue can be accessed from our Intranet homepage. It is also freely available for searching on the web.

[www.graysinnlibrary.org.uk](http://www.graysinnlibrary.org.uk)

Online resources can be accessed directly from the catalogue if you are in the Library, or using your own log in details elsewhere.

You can also search the other Inns' collections via our catalogue.

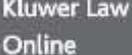
If you need help or cannot find what you are looking for, please contact us and we will be happy to assist.

## Online services

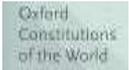
Frequently-used services such as Westlaw and Lexis Library are available from our Intranet homepage. You can also access an alphabetical list linking directly to every online law report, journal, textbook or other source we subscribe to.



# Key online databases

 <p>electronic immigration network</p>	<ul style="list-style-type: none"> <li>• Key immigration-related legislation, Immigration Tribunal determinations, key judgments from UK and European courts</li> <li>• 175,000 country reports</li> </ul>
	<ul style="list-style-type: none"> <li>• Foreign &amp; International Law Resources Database; World Treaty Library; World Constitutions Illustrated; UN Law Collection; Women and the Law</li> <li>• Law Journal Library – arguably the largest online collection of legal journals in full-text</li> </ul>
	<ul style="list-style-type: none"> <li>• Building Law Reports      • International Construction Law Review</li> <li>• Lloyd's Law Reports      • Merkin on Arbitration Law</li> </ul>
	<ul style="list-style-type: none"> <li>• Case and legislation citator, gathering results from Justis, Westlaw, Lexis Library and i-law</li> <li>• Statutes from 1235, Local Acts from 1797, SIs from 1671, all in PDF facsimile</li> <li>• Significant archive of unreported appeal judgments, many unavailable elsewhere</li> <li>• The International Law Reports, fully searchable</li> </ul>
	<ul style="list-style-type: none"> <li>• International Encyclopaedia of Laws in full-text</li> </ul>
<p>LAWTEL</p>	<ul style="list-style-type: none"> <li>• Typically first to publish transcripts/summaries of latest cases</li> <li>• Quantum Reports, JC Guidelines, Ogden Tables, calculators and forms</li> <li>• UK and ECHR case law/commentary, legislative history of the Human Rights Acts</li> </ul>
	<ul style="list-style-type: none"> <li>• Current Statutes and SIs as amended plus over 622,000 case reports</li> <li>• Commentary and reference including Halsbury's Laws, Atkin's Court Forms</li> </ul>



	<ul style="list-style-type: none"><li>• English translations of the constitutions of the world with commentary</li><li>• Foundation documents, historical versions, amending legislation</li></ul>
	<ul style="list-style-type: none"><li>• Concise, practical guidance across UK civil law</li><li>• Multi-jurisdictional guides to law and regulation</li></ul>
	<ul style="list-style-type: none"><li>• Full-text searchable facsimile of The Times, 1785 to 2011</li></ul>
	<ul style="list-style-type: none"><li>• Case law from 1220, including Criminal Appeal Reports, European Human Rights Reports</li><li>• Current Statutes and SIs as amended</li><li>• Legal Journals Index plus over 100 full-text journals</li></ul>
	<ul style="list-style-type: none"><li>• Online books in 20 practice areas including company/commercial, employment, environment, family, immigration, local government, personal injury.</li><li>• Remote access for <b>Gray's Inn members</b> available. Apply to the Librarian.</li></ul>

A selection of free online resources can also be found on our website and on the Intranet via the Library PCs.

## Online database training

Several times a year, the Library hosts training sessions delivered by professional trainers from the main legal publishers. These are advertised via our website, the Library Bulletin and the Inn's social media pages. Assistance with using the online services can also be obtained at the enquiry desk.



# Printing and photocopying

Three self-service photocopier/printers are available on the main floor opposite the Enquiry Desk. These also offer scanning/emailing of documents.

Charges apply for copying and printing. You can pay as you go by cash at the Enquiry Desk or for regular use you may open an account and top up as needed. Card payments are accepted for amounts of £5 or above.



For assistance with photocopying and printing or to open an account, please ask at the Enquiry Desk.

## Charges

### PHOTOCOPYING

	Black & White	Colour
A4	10p	50p
A3	20p	£1

### PRINTING

	Black & White	Colour
A4	5p	50p
A3	20p	£1

SCANNING = 5p per page

(includes all sizes, Black and White or full colour)



# Document supply service

Copies of materials for use in judicial proceedings or private research may be ordered using our online request form.

We aim for same-day supply if ordering before 13:00. Documents requested after 13:00 will be supplied no later than 12:00 the next working day. Please check our opening hours.

## Charges

For orders supplied by email or post\*. All fees include the first 20 pages of an item.



### BARRISTERS

### STUDENTS

	Price per item (incl. first 20 pages)	Price per item (21 pages+)
1 <sup>st</sup> item	£5	5p
2 <sup>nd</sup> item	£2.50	5p

	Price per item (incl. first 20 pages)	Price per item (21 pages+)
1 <sup>st</sup> item	£3	5p
2 <sup>nd</sup> item	£1.50	5p

\* Overseas orders will be subject to an additional charge for postage.

We can also obtain photocopies of specific items from the Institute of Advanced Legal Studies on behalf of barristers whose chambers are not subscribers to IALS services. Please contact us if you require this service.



# Students

We welcome students from the four Inns of Court



- Free WiFi for you to access your law school's intranet and course materials online
- Copies of the Bar Manuals and other introductory law texts (search our catalogue)
- Help with legal research - professional Library staff can assist in person, by telephone or email
- Quiet, professional environment conducive to study
- Tours of the Library any time of the year, to fit in with your timetable (check our opening hours before you visit)
- Discounted document supply service for students

Visit the student page of our website for an interactive map showing Gray's Inn Library in relation to BPTC providers validated by the Bar Standards Board.



**BPP**  
UNIVERSITY  
LAW SCHOOL

**THE CITY**  
**LAW SCHOOL**  
CITY UNIVERSITY OF LONDON  
— EST 1894 —

The  
University of  
**LAW**



# Subject specialisms of the Inn Libraries

## GRAY'S INN



Air and Space Law  
 Conflict of Laws  
 Constitutional and Administrative  
 Construction Law  
 Consumer Law  
 Data Protection  
 Education  
 Energy Law  
 Entertainment and Media Law  
 Environmental Law  
 Highways  
 Housing Law  
 Human Rights  
 Immigration and Nationality  
 Information Technology  
 International Law  
 Local Government  
 Northern Ireland  
 Planning Law  
 Rates and Council Tax  
 Social Security and Welfare Law  
 Sports Law  
 Telecommunications

## INNER TEMPLE



Armed Forces  
 Commonwealth  
 Coroners  
 Criminal Law  
 Criminology  
 Customs and Excise  
 Defamation  
 Family Law  
 Food and Drugs  
 Forensic Science and Medicine  
 Intellectual Property  
 Licensing  
 Medical Law  
 Mental Health  
 Personal Injury  
 Police  
 Prison Law  
 Product Liability  
 Professional Negligence  
 Road Traffic  
 Scotland  
 Sentencing

## LINCOLN'S INN



Agriculture  
 Animal Law  
 Channel Islands  
 Charities  
 Commonwealth  
 Company Law  
 Conveyancing  
 Equity and Trusts  
 Isle of Man  
 Insolvency  
 Landlord and Tenant  
 Parliamentary Materials  
 Partnership Law  
 Pensions  
 Real Property  
 Succession  
 Taxation  
 Wills and Probate

## MIDDLE TEMPLE



Accountancy  
 Agency  
 Arbitration  
 Banking  
 Carriage of Goods  
 Commercial Law  
 Competition Law  
 Ecclesiastical Law  
 Employment  
 Equal opportunities  
 EU and Member States  
 Finance and Financial  
 Friendly Societies  
 Health and Safety  
 Insurance Law  
 International Trade  
 Irish Republic  
 Maritime and Shipping  
 Transport  
 United States

*Please note that all the libraries aim to provide sufficient English legal texts to meet the general needs of practising barristers and Bar students*



GRAYS INN  
LIBRARY.

# Information

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

Website: [www.graysinn.org.uk/library](http://www.graysinn.org.uk/library)

Bulletin: [www.graysinn.org.uk/library/bulletin](http://www.graysinn.org.uk/library/bulletin)

## Contact us

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@HonSocGraysInn

#GraysInnLibrary

## Comments and suggestions

We welcome your comments and feedback on Library services.  
If you would like to suggest a new title -  
please complete our online form or email [library@graysinn.org.uk](mailto:library@graysinn.org.uk)