CONTENTS

CONTENTS .......................................................................................................................... 1
WELCOME........................................................................................................................... 3
OPENING HOURS ............................................................................................................... 4
LIBRARY COLLECTIONS ................................................................................................. 6
BOOK LOANS .................................................................................................................... 8
COMPUTER FACILITIES ................................................................................................. 9
KEY ONLINE SERVICES .................................................................................................. 10
THE LIBRARY CATALOGUE ............................................................................................ 11
ACCESSIBILITY ................................................................................................................ 12
PRINTING & PHOTOCOPYING ....................................................................................... 13
DOCUMENT SUPPLY SERVICE ....................................................................................... 14
STUDENTS ....................................................................................................................... 15
SPECIALISATIONS OF THE INN LIBRARIES ............................................................... 16
LOCAL LAW LIBRARIES & LEGAL COLLECTIONS .................................................... 17
LIBRARY MAP ................................................................................................................... 18
COMMENTS ...................................................................................................................... 20
Welcome

The Library is open to barrister & student members of the four Inns of Court.

Our resources and services include:

- over 75,000 books, journals and law reports, including historic materials
- a range of online services including Westlaw, Lexis Library and Practical Law
- a team of professional staff to answer enquiries and assist with using the Library
- a quiet and friendly environment for work and study
- a document supply service for those working outside London or otherwise unable to visit the Library

Staff

Guy Mitchell - Librarian
M G Jones - Deputy Librarian
Emma Coletti - Assistant Librarian
Lee Ewence - Assistant Librarian
Farah Wise - Assistant Librarian
Alice Ward – Library Assistant
Opening hours

During legal terms

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

Outside legal terms - Monday to Friday - 9:00 am to 5:00 pm

From August to mid-September the Library will close at 5:00pm each day.

We do not open on bank holidays or over the Christmas period and occasionally need to close early for special events, such as Call. Alterations to opening hours are posted on our website and social media pages.

Saturday openings - 10:00 am to 5:00 pm

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

Access - There is only one point of entry for each of the Inns at the weekend:

Gray’s Inn – High Holborn
Inner & Middle Temple – Tudor Street
Lincoln’s Inn – Lincoln’s Inn Fields
INNS OF COURT LIBRARIES
SATURDAY OPENING CALENDAR
Saturday opening hours: 10.00am – 5.00pm

2015

September
26 September Lincoln’s Inn
October
3 October Middle Temple
10 October Gray’s Inn
17 October Inner Temple
24 October Lincoln’s Inn
31 October Middle Temple

November
7 November Gray’s Inn
14 November Inner Temple
21 November Lincoln’s Inn
28 November Middle Temple

December
5 December Gray’s Inn
12 December Inner Temple
19 December CLOSED
26 December CLOSED

March
5 March Lincoln’s Inn
12 March Middle Temple
19 March Gray’s Inn
26 March CLOSED

April
2 April Inner Temple
9 April Lincoln’s Inn
16 April Middle Temple
23 April Gray’s Inn

May
7 May Lincoln’s Inn
14 May Middle Temple
21 May Gray’s Inn
28 May CLOSED

June
4 June Inner Temple
11 June Lincoln’s Inn
18 June Middle Temple
25 June Gray’s Inn

2016

January
2 January CLOSED
9 January Lincoln’s Inn
16 January Middle Temple
23 January Gray’s Inn
30 January Inner Temple

February
6 February Lincoln’s Inn
13 February Middle Temple
20 February Gray’s Inn
27 February Inner Temple

July
2 July Inner Temple
9 July Lincoln’s Inn
16 July Middle Temple
23 July Gray’s Inn
30 July CLOSED

Contacts
Gray’s Inn - 020 7458 7822
Inner Temple - 020 7797 8217
Lincoln’s Inn - 020 7242 4371
Middle Temple - 020 7427 4830
We offer a full collection of English legal materials to meet the general needs of barristers across all practice areas.

The collections are primarily for reference use only within the Library, but certain items may be loaned (see page 8).

Core Collection

The core collection includes textbooks, primary, secondary and local legislation, law reports, legal journals, general reference books, and UK broadsheet newspapers. Old editions of textbooks are available on request. We also collect Northern Irish and EU law and retain the major Scottish and Irish law reports. Hardcopy collections are supplemented by online services (see page 10).

Specialisms and International Law

We also collect in over twenty specialist areas of law including air law, construction, energy, foreign law, human rights, housing, immigration, and telecommunications. Our most significant specialist collection is in international law, including international arbitration, together with comprehensive coverage of international treaties and public international law. We maintain this on behalf of all four Inns of Court for the benefit of the Bar as a whole.
Barristers also have access to the **specialist collections** of the other Inns of Court Libraries: Commonwealth law at Inner Temple and Lincoln’s Inn, United States and European Union law at Middle Temple and Parliamentary papers at Lincoln’s Inn. (see page 16 for full listing.)

**The Times newspaper**

The Library holds The Times from 1785 onwards, with hardcopy, digital and microfilm editions spanning the full range of dates between them.

Original bound copies of The Times are available for viewing.

**New Titles**

New titles are regularly added to the Library and displayed on the **new books shelf**. You are welcome to submit suggestions for new titles to the Librarian for consideration, online via our **Suggest a Title form** or by emailing the Librarian direct: **guy.mitchell@graysinn.org.uk**

*Please note that suggested titles will not necessarily be purchased automatically.*

**Donations**

We are always delighted to accept **donations**, especially from the authors of legal texts. All donations are acknowledged with a special bookplate and an announcement on our **website** and social media pages.
Rare Books & Manuscripts - The Library holds 24 Medieval manuscripts which are described in *A catalogue of the ancient manuscripts belonging to The Honourable Society of Gray’s Inn*, 1869, by Alfred Horwood.

Microfilms of the medieval manuscripts are available from *World Microfilms*.

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 **contact** the Librarian if they wish to consult any of the Inn’s manuscripts or rare books.

**Book Loans**

The Inn's Masters of the Bench (Benchers) may borrow material other than rare books and manuscripts either in person or through an intermediary on production of a note bearing the Bencher’s signature.

Barrister members and barrister tenants of the Inn may borrow selected items for overnight loan 30 minutes before the library closes. These must be returned by 9:30 am the next day that the Library is open.

Barrister tenants of the Inn may also borrow bound copies of journals and law reports for up to an hour during the day to photocopy in chambers.

For further details please apply to staff.
Computer facilities

Upgraded in summer 2015, our suite of computers provides access to a wide range of **online services**, in addition to the **Library catalogue**, Internet, Microsoft Office, and printing facilities.

**FREE WI-FI IS AVAILABLE THROUGHOUT THE LIBRARY**

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

You are welcome to use your own laptop or mobile device; power points are situated under the tables on the main floor and in the upper gallery (see floor maps at the end of this guide).

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

Frequently-used services such as Westlaw and Lexis Library are available from our Intranet homepage under Quick Links. Go to the Online Subscriptions tab for an **alphabetical list** linking directly to every online law report, journal, textbook or other source we subscribe to.

Staff are happy to assist with using any of these services, and the Library holds free CPD-accredited training sessions with the major legal database providers annually. See the **News** section of our website and our social media pages for details.
### Key Online Services

| **Electronic Immigration Network** | • **Full text** of thousands of Immigration Tribunal determinations plus key immigration and refugee law judgments from UK Higher courts and European Courts  
• Over 175,000 country reports, updated daily  
• Immigration-related legislation |
|**i-law.com** | • Lloyd's Law Reports  
• Merkin on Arbitration Law loose-leaf  
• Building Law Reports  
• International Construction Law Review |
|**JustCite** | • Online case and legislation citator  
• Searches across multiple sources, gathering results from Justis, Westlaw Lexis Library and i-law  
• One-stop solution for finding law reports and noting up cases and legislation to ensure they are good law |
|**Justis** | • Court of Appeal Cases: Civil from 1951 and Criminal from 1963-89 and 1993 to date  
• All Statutes as passed, commencing 1235 and SIs from 1671  
• HERMES - press releases and announcements from major government departments in England and Scotland. |
|**Lexis Library** | • All current Statutes and SIs as amended  
• Over 622,000 case law documents, including Judgments uploaded within ½ hour of being handed down  
• Commentary including Macdonald’s Immigration Law  
• Atkin’s Court Forms and Halsbury’s Laws |
|**Oxford Constitutions of the World** | • Unique resource containing full English-language versions of all world constitutions  
• Commentaries on each jurisdiction  
• Foundation documents, historical versions of constitutions and amending legislation |
|**Practical Law™** | • Originally designed for solicitors, now also widely used at the Bar  
• Concise practical guidance across the range of UK civil law, with a commercial focus  
• Also provides essential law in overseas jurisdictions  
• Ideal quick reference and legal updating tool |
|**Westlaw UK** | • Case law from 1220, including Criminal Appeal Reports, European Human Rights Reports  
• All current Statutes and SIs as amended  
• Legal Journals Index plus over 100 full-text journals  
• Current Awareness service - approximately 1,000 sources of information monitored daily, providing the latest case law, legislation and legal developments |

A selection of **free online resources** is also available to view via our website and the intranet page of the library computers.
The Library catalogue can be accessed anywhere, whether in Chambers, at home or in the Library.

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

When using one of the Library computers, a direct link is provided at the top of the Library’s Intranet page.

Use the basic or advanced search to find items by author, title, subject, etc.

You can also search Lincoln’s Inn and the Temples’ collections via our catalogue.

If you are unsure of a catalogue record or need help finding what you are looking for, please ask at the Enquiry Desk and we will be happy to assist you.
Accessibility

To assist those with visual impairments, there is a dedicated workstation with a large screen and large print keyboard. It is also equipped with a specialised viewer which allows you to magnify hardcopy reading material, increase the contrast and alter colours to best suit your needs.

Specialist software is installed on the PC which is designed to give access to all our online services as well as Windows and MS Office generally. It is suitable for all visually impaired users, from low vision to blind, and can be used to magnify the screen or listen to documents.

We have two height-adjustable desks so that wheelchair users or those with back problems can easily adjust their working position, and there are lifts available to all floors.

Library staff are always happy to help users with the assistive technology and to obtain and copy items from the collection.

Should you have any special requirements please call us in advance to discuss how we may assist you.
The Library has three self-service photocopiers, located on the main floor opposite the Enquiry Desk.

To take advantage of our printing and photocopying facilities, simply come to the enquiry desk and set up an account. You will be given a unique pin number to top up your account as necessary; this can be done at the Enquiry Desk.

You can then use your pin number to print from any of the library computers or to take photocopies. A quick guide explaining how to print and photocopy using your pin is available at the Enquiry Desk.

All photocopiers have a scan and e-mail facility, which is charged at the same rate as photocopying (scans will be sent direct to an e-mail address as a PDF document). Please ask at the Enquiry Desk if you need assistance.

**Charges**

<table>
<thead>
<tr>
<th>Photocopying</th>
<th>Black &amp; White</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>10p</td>
<td>50p</td>
</tr>
<tr>
<td>A3</td>
<td>20p</td>
<td>£1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printing</th>
<th>Black &amp; White</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>5p</td>
<td>50p</td>
</tr>
<tr>
<td>A3</td>
<td>20p</td>
<td>£1</td>
</tr>
</tbody>
</table>

**Scanning = 10p per page** (includes all sizes, B&W or full colour).
Document Supply Service

We are happy to supply copies of legal materials by email or post to any member of the Inn, and to members of other Inns when material is not held by their own library, provided that copyright is not infringed.

You can request materials for the use of judicial proceedings or private research, and can apply using the online forms via our document supply service webpage.

We always try to fulfil requests as soon as possible. We aim for same-day supply of documents requested before 13:00. Requests made 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.

<table>
<thead>
<tr>
<th>Barristers</th>
<th>Price per item (inc. first 20 pages)</th>
<th>Price per page (21 pages +)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st item</td>
<td>£5</td>
<td>15p</td>
</tr>
<tr>
<td>2nd item +</td>
<td>£2.50</td>
<td>15p</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students</th>
<th>Price per item (inc. first 20 pages)</th>
<th>Price per page (21 pages +)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st item</td>
<td>£3</td>
<td>15p</td>
</tr>
<tr>
<td>2nd item +</td>
<td>£1.50</td>
<td>15p</td>
</tr>
</tbody>
</table>

* 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 Gray's Inn Library directly if you require this service.
Students
We welcome all students that are members of any of the four Inns of Court.

In addition to usual Library services, we also offer students:

- a discounted document supply service
- tours of the Library any time of the year, to fit in with your timetable (check our opening hours before you visit)
- a relaxing and friendly place to study
- Full stock of Bar Manuals and other introductory law texts (search our catalogue online)
- Assistance from staff in person, by telephone or via our Ask a Librarian form online. We’re happy to help!

Take a look on the student page of our website for an interactive map of the location of Gray’s Inn Library in relation to BPTC providers validated by the Bar Standards Board.
Specialisations of the Inn Libraries

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

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

MIDDLE TEMPLE
Accountancy
Agency
Arbitration
Banking
Carriage of Goods
Commercial Law
Competition Law
Ecclesiastical Law
Employment
Equal opportunities
EU and Member States
Finance & Financial Services
Friendly Societies
Health & Safety
Insurance Law
International Trade
Irish Republic
Maritime & Shipping Law
Transport
United States
<table>
<thead>
<tr>
<th>Library Name</th>
<th>Address</th>
<th>Tel</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray’s Inn Library</td>
<td>5 South Square, Gray’s Inn, London, WC1R SET</td>
<td>020 7458 7822</td>
<td><a href="mailto:library@graysinn.org.uk">library@graysinn.org.uk</a></td>
<td><a href="http://www.graysinn.org.uk/library">www.graysinn.org.uk/library</a></td>
</tr>
<tr>
<td>Lincoln’s Inn Library</td>
<td>Lincoln’s Inn, London, WC2A 3TN</td>
<td>020 7242 4371</td>
<td><a href="mailto:library@lincolnsinn.org.uk">library@lincolnsinn.org.uk</a></td>
<td><a href="http://www.lincolnsinn.org.uk">www.lincolnsinn.org.uk</a></td>
</tr>
<tr>
<td>Inner Temple Library</td>
<td>Inner Temple, London, EC4Y 7DA</td>
<td>020 7797 8217</td>
<td><a href="mailto:library@inner.temple.org.uk">library@inner.temple.org.uk</a></td>
<td><a href="http://www.innertemplelibrary.org.uk">www.innertemplelibrary.org.uk</a></td>
</tr>
<tr>
<td>Middle Temple Library</td>
<td>Middle Temple Lane, London, EC4Y 9BT</td>
<td>020 7427 4830</td>
<td><a href="mailto:library@middletemple.org.uk">library@middletemple.org.uk</a></td>
<td><a href="http://www.middletemple.org.uk">www.middletemple.org.uk</a></td>
</tr>
<tr>
<td>Institute of Advanced Legal Studies:</td>
<td>Charles Clore House, 17 Russell Square, London, WC1B 5DR</td>
<td>020 7862 5790</td>
<td><a href="mailto:ials.libadmin@sas.ac.uk">ials.libadmin@sas.ac.uk</a></td>
<td><a href="http://www.ials.sas.ac.uk/library/library.asp">www.ials.sas.ac.uk/library/library.asp</a></td>
</tr>
<tr>
<td>Library &amp; Information Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BPP Law School</td>
<td>London Holborn, 68-70 Red Lion Street, London, WC1R 4NY</td>
<td>0845 077 5566</td>
<td></td>
<td><a href="http://www.bpp.com/bpp-university/about/schools/law">www.bpp.com/bpp-university/about/schools/law</a></td>
</tr>
<tr>
<td>The University of Law</td>
<td>14 Store Street, London, EC1E 7DE</td>
<td>0800 289 997</td>
<td></td>
<td><a href="http://www.law.ac.uk">www.law.ac.uk</a></td>
</tr>
<tr>
<td>The City Law School</td>
<td>Gray’s Inn Campus, City University London, 4 Gray’s Inn Place, WC1R 5DX</td>
<td>020 7040 5060</td>
<td></td>
<td><a href="http://www.city.ac.uk/law">www.city.ac.uk/law</a></td>
</tr>
</tbody>
</table>
TEXTBOOKS
- All textbooks are ordered alphabetically by author.
- General textbooks are located in Bays II and III.
- Human Rights textbooks are in Bay III
- EU textbooks are in Bay XXIV.
- International law and international arbitration textbooks are in the North Library.

COMPUTERS
- Computers are located throughout the Library.
- The CD Rom terminal is in Bay VIII.
- The dedicated computer for use by the visually impaired is in Bay VII.

POWER POINTS
- Power points can be found in Bays III to VII on the Ground Floor and all Bays in the Gallery, as well as in the North Library.

WIFI IS AVAILABLE THROUGHOUT THE LIBRARY
Contact Us

Gray’s Inn Library
5 South Square, Gray’s Inn, London, WC1R 5ET
Tel: 020 7458 7822   Email: library@graysinn.org.uk
Website: www.graysinn.org.uk/library
Catalogue: www.graysinnlibrary.org.uk

Comments

We welcome your comments on Library services. Contact us or complete an Ask a Librarian enquiry form via our website.

We also run an annual user survey, which will be advertised in the Library and on our website and social media pages. Your feedback is valuable and always appreciated.