

## **Introduction**

Middle Temple Library supports the information needs of its members and members of the Bar. Its primary aim is to deliver information as effectively as possible to these members. The Library develops and promotes access to the collection, provides a professionally-led law library and information service, and supports professional development by providing training and guidance in all aspects of legal research. This Collection Development Policy (CDP) will guide future planning of the collection and ensure cooperation with the other Inn libraries to enhance services whilst reducing duplication.

Middle Temple Library's collection is designed to meet the information needs of members of the Bar at all levels of their career, in addition to their clerks. The CDP is based on the needs of the primary users of the Library. Other users (e.g. academic and honorary members) are considered, but do not guide the direction of the collection.

The Library is committed to supporting the legal information needs of members of the Bar by housing, developing and preserving the collections for present and future generations, to the fullest extent that is commensurate with its resources.

Middle Temple Library develops its collection with the other three Inn libraries - Gray's Inn, Inner Temple, and Lincoln's Inn. Library staff ensure that any gaps in the collection (i.e. material falling outside of the remit of this policy and the collaboration with the other Inn libraries) are available at, or via, the British Library, the Institute of Advanced Legal Studies Library and the London Library.

The Library's concentration focuses on UK law, with specialisation covering Ecclesiastical law, European Union law, the law of EU member states, including the Republic of Ireland, and the United States. Middle Temple Library additionally specialises in the law of the following subjects: accountancy, agency, arbitration, banking, carriage of Goods, commercial Law, competition law, employment, equal opportunities, finance and financial services, health & safety, insurance, international trade, maritime & shipping, and transport.

Although not formally part of the United States collection, the Library houses a discrete collection of printed materials focused on international capital punishment, part-managed by the non-profit organisation Amicus.

## **Access to the collection**

The collection is mainly reference only. Current textbooks can be borrowed on overnight loan by all members of the Inns of Court. The Library does not lend out loose-leafs, superseded editions or serials as it would be difficult to replace these items if they were lost. Biographies, trials and items from the Capital Punishment collection may be borrowed for longer periods of time. iPads with pre-loaded ebooks can be borrowed from one day to one week and may be renewed if there is no waiting list. Books in the four week loan (FOWL) collection can be borrowed for a month at a time, with two renewals allowed.

All materials (print and electronic) are catalogued in the online catalogue ([www.middletemplelibrary.org.uk](http://www.middletemplelibrary.org.uk)). Most databases are accessed via the website and are for in-library use only, as the publishers' license agreements do not permit remote access. The exceptions to this are Bloomsbury Professional Online and LexisPSL, for which we have a set number of remote access licenses for members of Middle Temple only.

The majority of the materials are on open access. Rare and fragile materials are kept in locked storage with access by request or appointment.

The UK, EU, European Union member states, United States, and FOWL collections are all arranged by the Moys legal classification scheme (including superseded editions). Moys classification enables common law jurisdictions to be arranged by subject.

## **Acquisitions- general principles**

The acquisition of purchased materials is based on the principle of developing a well-rounded and representative collection.

Recommendations can be made via the suggestion box on the main floor of the Library or by emailing the Library. Recommendations are considered according to whether the item falls within our subject and/or jurisdiction collecting responsibilities and the value-for-money that it will add to the collection.

Collection decisions are informed by stock meetings, book reviews, news articles, publishers' catalogues, articles in relevant journals, email updates, etc. The librarians use their professional judgement to evaluate a resource and apply their experience and knowledge of Bar members' requirements. Preference is given to practitioner textbooks; student texts are not acquired apart from some advocacy books and the series of City Law School Bar Manuals. Student textbooks are available to student members at their individual Bar Training Provider. Law reports and journals are considered for acquisition only if they are indexed in at least one authoritative legal database.

Practitioner textbooks written or edited by a member of the Inn are requested as donations wherever feasible.

## **Chronological coverage**

Acquiring current law is the main focus, with occasional books purchased to cover the history of relevant legal systems. Out-of-date textbooks and previous editions are acquired through donation if a relevant title or superseded edition is missing. They may be purchased

if the book is inexpensive and will enhance the collection, such as first editions of important works not already in the collection, or books written by a member of the Inn.

## **Donations**

Donations of new practitioner textbooks and editions written or edited by members of the Inn are solicited wherever feasible in order to reduce costs and enhance the collections. To ensure that the collection remains up-to-date, we set a maximum wait of two months for such donations. A bookplate commemorating the donation is placed permanently in the book and the donor is thanked by letter and in the relevant issue of the *Middle Templar*.

Donations of non-solicited individual items can be considered only where they fill gaps in the collection. The Library reserves the right to discard irrelevant or duplicated materials and the Librarian will inform the donor of this caveat prior to accepting any donation. All donations are accepted subject to the proviso that we normally make no undertakings regarding location, access, retention or lending.

We will not normally accept as donations items which duplicate existing stock, except to replace an existing book that is in poor condition. We cannot accept material which infringes the Copyright, Designs and Patents Act 1988 or similar legislation. We cannot accept material with restrictions regarding privacy or access.

Unsolicited donations cannot be accepted if they would impose unacceptable processing, storage or conservation costs when set against the material's likely contribution to the collections. In such cases, the donor will be encouraged to offer material to a more appropriate repository.

## **Duplication**

The Library's policy is to only purchase second copies of practitioner textbooks which are in very high demand, such as *Civil Procedure* and some titles in the Common Law Library series. Some duplication of core UK textbooks and serials (journals and law reports) is unavoidable with the other Inn libraries, but duplication is kept to an absolute minimum. To avoid duplication, each Inn library collects materials within defined subject areas.

## **Electronic resources**

Appendix A lists all of the databases to which the Library currently subscribes. The Library subscribes to the major commercial UK legal databases and to a small selection of commercial US legal databases to provide a full coverage (no one database covers all materials). Access is also provided to free databases via our website, including the major European Union and Human Rights databases. When selecting new databases, preference is given to those that provide PDFs of case reports and journal articles. Databases that provide access to textbooks only (i.e. not case reports or journal articles) are not considered for subscription unless the publisher provides remote access licences. A subscription will not be renewed if the provider cannot provide usage statistics; if the yearly cost increases by more than 10%; if a significant amount of existing content is removed (more than 10%); or if its titles are not updated on a regular basis.

While preference is given to print resources (except journals) for the purpose of perpetual access, electronic-only titles will be considered for subjects within our areas of speciality and

jurisdiction, especially if the publisher can provide a guarantee of perpetual access, and/or provides remote access licenses. As of January 2023, the Library is phasing out its acquisition of print journals, as all of the titles we collect are available on one of the major database platforms. Unlike law reports, journal articles are not normally used in court bundles and do not require an official PDF version, making the online version acceptable for our users' needs.

The Library purchases stand-alone ebook versions of key titles in our subject categories. Preference is given to ebook packs (i.e. print and ebook purchased as a unit) to minimise additional costs, but ebook-only titles are considered on a case-by-case basis if demand for a title is high. Due to the license restrictions imposed by the publishers, these are loaded onto an iPad which is then lent out to members for a small fee; we not able to download the ebook itself to a member's device.

### **Format**

Both print and electronic resources are acquired. Preference is given to print for practitioner textbooks and law reports, in order to guarantee perpetual access. A segment of the collection is in loose-leaf format which enables publications to be updated regularly. Ebook packs are purchased for a selection of titles. CD-ROMs are not actively collected, but are made available to members when included with a book. No other audio-visual material is collected.

For law reports that are available in print and electronically, both formats will be purchased only if the electronic version is included in the cost of the print; some publishers refuse to 'de-couple' the cost of the electronic version from that of the print for serial publications. The Library does not purchase electronic-only law reports, in order to guarantee perpetual access.

The Library subscribes to a small selection of daily newspapers: *The Times*, *Guardian*, *Daily Telegraph*, *Financial Times*, and additionally to *Private Eye*. *The Times* is retained for a four week period, but the other titles are discarded when the new issue arrives.

### **Jurisdictions**

The Library restricts its jurisdictional collections to United Kingdom, European Union member states, United States and European Union material. The other Inn libraries collect the remaining common law jurisdictions. The Library does collect a small amount of international textbook, in order to have a small working collection on site for the convenience of the members. The Library is also committed to developing its collection of human rights law.

- European Union: The key law reports of the European Union, together with core journals and textbooks are collected. The Library subscribes to Kluwer Competition Law, Lexis Library and Westlaw; access is also provided to all of the main free databases, such as Curia and Eur-Lex.
- European Union member states: Primary and secondary materials are collected from a number of European countries but the collection's strength lies in its French,

German, Irish and Italian collections. The Library subscribes to Bloomsbury's Irish tax and Irish commercial modules.

- United Kingdom: Textbooks, journals, law reports and legislation are actively collected. The Library subscribes to a range of databases; the full list is included in Appendix A.
- United States: Middle Temple Library has one of the largest collections of US law in the UK. The Library collects textbooks, legislation, a small selection of law reviews, and the major reference works to cover federal jurisdictions. Access to state and federal case law and legislative materials from 2010 onwards is via subscription database only in order to keep costs down. The Library subscribes to HeinOnline, LLMC Digital, and Westlaw International.

## **Language**

English is the predominant language of the collection. The European Union member states collection contains legal works in the language of the country (e.g. French, German, Italian, etc.) only when a primary work is not available in English.

## **Rare books and manuscripts**

The Library holds a significant collection of rare books, and a minor collection of manuscripts. Access is by appointment only, for members and non-members alike. Those using the collection show proof of identity and provide their address. Researchers must make use of book rests and book weights as appropriate. Material may not leave the Library and must be consulted at a designated table within the Library. Copying (including scanning and photographing) is restricted, depending on the state of the material and will be determined by the Librarian and/or Conservator.

'New' rare books are not actively acquired, apart from through donation. Exceptions are very occasionally made for inexpensive and/or books not already in the collection, in particular: early English law books, books relating to Middle Temple, the Inns of Court, Temple Church, the Molyneux Globes and Robert Ashley (the Library's founder).

## **Replacement copies**

If an item from the Library's collection is reported as missing, thorough checks are made before a decision is made to purchase a replacement copy. A used copy is bought where possible, and use is made of the BIALL duplication scheme to replace missing volumes of serials. A missing serial volume, or previous edition of a textbook, would not normally be purchased apart from exceptional circumstances – they are difficult to source and most (although not all) titles and volumes would be covered either by an existing online source, through the British Library or the Institute of Advance Legal Studies document delivery service, or via one of the other Inn libraries.

Damaged books are, wherever feasible, repaired in-house, with the more seriously damaged books sent for repair to an external conservator.

## **Retention policy**

The Library aims to keep one copy of all superseded editions, prioritising books within our specialisms, apart from student textbooks and 'nutshell' guides. The Library will also retain items unique to our holdings, if none of the other Inns collect the resource. Books and serials are occasionally de-accessioned in order to make room for superseded editions. Items to de-accession are determined by the following criteria: if they are a second copy; not within our subject area and are held by one of the other Inn libraries; are not legal in subject matter, or are in such poor condition that repair is not economically possible. Books from the rare book or manuscript collection are not de-accessioned due to the nature of the bequests.

As the books in the FOWL collection are non-practitioner texts relating to legal issues, and are topical and of general interest, they are reviewed on an annual basis. Outdated, superseded titles and those which have not been borrowed will be considered for withdraw. Material in poor condition will be withdrawn from the Library's stock.

De-accessioned titles will be put on the Library's sale trolley for members to buy at a reduced price.

## **Subject coverage**

All areas of law and its related disciplines are collected. Cooperation with the other Inn libraries ensures a full and comprehensive subject selection programme is in place. All textbooks are of practitioner grade apart from a small selection of books for students, in particular 'nutshell' books on advocacy and the Bar School Manuals. Some 'nutshell' titles are also collected for the US collection.

Core subjects collected by Middle Temple are: accountancy, agency, arbitration, banking, carriage of goods, commercial law, competition law, ecclesiastical law, employment law, equal opportunities, finance and financial services, health and safety, insurance law, international trade, maritime and shipping law and transport. The other Inn libraries cover the remaining subjects.

In addition to the jurisdictional specialities listed above, the Library collects textbooks, law reports and loose-leaves on human rights law and the work of the European Court of Human Rights.

The Library collects all of the major legal encyclopaedias and research works, such as, but not limited to, Atkin's Court Forms, the Encyclopaedia of Forms and Precedents and Halsbury's Law and Statutes.

## **Supplementary subjects**

The Library collects on rare occasions, and in small measure, books on the following subjects to complement and develop the existing collections (listed in order of preference):

- a. The four Inns of Court
- b. Temple Church
- c. Biographies of Middle Temple members
- d. Legal history (English and our jurisdiction specialisations)

- e. Elizabethan and Stuart general history relating to the Inns of Court (i.e. drama, politics, individuals connected to Middle Temple)
- f. Trials of historic or notable interest
- g. The history of London (the Library has an existing London collection first developed in the mid-20<sup>th</sup> century)

Middle Temple Library's Institutional membership to the London Library covers all other humanities research needs.

## **Appendix A: Current list of subscription and non-subscription databases and e-resources**

In addition to a range of subscription databases, the Library provides access to non-subscription (free) databases to ensure that our members have access to full coverage of all of the relevant legal topics outlined in the Collection Development Policy.

Arbitration International: full-text journal providing quarterly coverage for national and international developments in the world of arbitration

Arbitration law: loose-leaf covering arbitration agreements, and English and international arbitration law

BAILII: database covering British and Irish case law [free]

Bloomsbury Professional Online: database providing full-text access to 44 practice areas

Cardiff Index to Legal Abbreviations: database of citation abbreviations [free]

Caselaw Access Project: official, book-published state and federal United States case law, and some territorial case law [free]

Courts Service: access to information on HM Courts and Tribunals services [free]

The Courts Service of Ireland: judgements from 200 from the High Court; Circuit Court; District Court; Supreme Court; Court of Appeal; Central Criminal Court; Court of Criminal Appeal; Courts-Martial Appeal Courts

Curia: database of European case law from the Court of Justice of the European Union [free]

EUR-Lex: database of European Union law, including full-text access to the Official Journal [free]

European Air Law : regularly updated compendium of legislation and case law concerning aviation in Europe.

Financial Times : ePaper access – the digital replica of the printed newspaper.

Find Case Law: The National Archive's database publishing court and tribunal decisions from The Supreme Court, Court of Appeal, High Court, and Upper Tribunals [free]

Gov.uk: public sector information website providing a single point of access to HM Government services [free]

Hansard: the Official Report of all parliamentary debates from the early 19<sup>th</sup> century onwards for both Houses of Parliament available to search and browse [free]

HeinOnline: full-text access to American and International legal journals and US primary materials including the United States Reports, United States Statutes at Large, the United States Code and the Congressional Record

HUDOC: database of case law from the European Court of Human Rights [free]



i-law (Informa): full-text access to Arbitration Law, Building Law Reports, Insurance Law Monthly, Lloyd's Law Reporter, Lloyd's Law Reports, Lloyd's Maritime and Commercial Law Quarterly, Lloyd's Maritime Law Newsletter, Lloyd's Reinsurance Law Reports, LLR: Financial Crime, LLR: Insurance & Reinsurance, Professional Negligence and Liability

IMF eLibrary: Over 2,800 full-text books and 13 journals on macroeconomics, globalization, development, trade and aid, amongst other topics have made available online by the International Monetary Fund [free]

Incorporated Council of Law Reporting: full-text access to the official Law Reports

Irish Statute Book: the Irish equivalent to legislation.gov.uk and the main site for Irish legislation; covers the history of each Bill, as well as the debates

Kluwer Arbitration: full-text access to over 300 arbitration books and 17 journals, as well as arbitration awards from a variety of international organisations

Kluwer Competition: full-text access to over 130 books on competition law and 8 journals

Lawtel: part of the Westlaw platform, a database covering UK case law and legislation and European Court of Human Rights judgments and EU legislation. Includes a substantial module dedicated to personal injury and clinical negligence law

Legislation.gov.uk: official site of revised and enacted UK legislation, with full-text legislation back to 1988 [free]

Lexis Library [UK]: database covering reported and unreported cases, legislation, commentary, and journal articles

Lexis PSL: database of practical guidance for lawyers; practice notes, checklists, forms, precedents, cases, Acts, calculators and links to Butterworths sources

Libero: catalogue of Northern Ireland law resources provided by the Law Society of Northern Ireland [free]

LLMC Digital: A database providing access to U.S. administrative, legislative and judicial materials; also includes some collections from the UK, Canada and other jurisdictions

London Library: Middle Temple's institutional subscription allows access to the London Library's remote e-resources, such as JSTOR, the Times Digital Archive and ProQuest Historical Newspapers as well as a number of law journals

Official Documents of EU institutions: official documents from European Union institutions, agencies and other bodies, including treaties and charters [free]

Oxford Legal Research Library: provides access to financial law, international commercial arbitration and international business law, and private international law

Practical Law: provides access to practice notes, legal updates, CPD resources and standard documents amongst other resources

Public Information Online: allows users to follow the progress of Bills in Parliament and view relevant papers for a particular Act, including Lords papers, Bills, Standing Committee/Public Bill Committee and Hansards dating back to 1919

U.K. Government Web Archive : The National Archives archives UK central government information, including videos, tweets, images and websites dating from 1996 to present [free]

U.K Parliamentary Papers: 18th and 19th Century House of Commons Parliamentary Papers, 20th Century Parliamentary Papers and House of Lord Parliamentary Papers 1800-1910

Westlaw UK: database covering reported cases, transcripts, legislation and journal articles. Includes access to Legal Journals Index

Westlaw US: database covering US case law and legislation

White Book Updating Service: provides access to updated versions of the Civil Procedure Rules and Practice Directions and the Supreme Court Rules and Practice Directions, incorporating changes made since the last White Book release

## **Appendix B: Links with external organisations**

In addition to cooperation with the other three Inn libraries, the Library develops relationships with external organisations and participates in external initiatives in order to develop and promote the collection, and provide additional services to members. The main examples include:

- Association of Pall Mall Libraries
- Bar Librarians' Group
- BAILLI (funding for the transcript database)
- BIALL
- British Library
- Cardiff Index to Legal Abbreviations
- City Legal Information Group
- CILIP
- FLARE - Foreign Law Research
- Institute of Advanced Legal Studies
- London Library
- Shoe Lane Library (City of London)