

Guide & Introduction to Legal Research

OPENING HOURS

Legal Term

Monday – Thursday 9.00 am—8.00 pm, Friday 9.00 am – 7.00 pm

Every 4th Saturday (on a rota with the other Inns) 10.00 am – 5.00 pm

Legal Vacations

Monday – Friday 9.00 am – 5.30 pm

The library closes on public holidays and the first two weeks of August. It occasionally closes early for special events. Details can be found on notice boards, at the library entrance and on our website.

King's College Maughan Library

Chancery Lane (*Note: Closed August & first 2 weeks of September*)

Middle Temple members may use the Maughan Library at weekends on production of their membership card.

Saturday & Sunday 10.00 am – 6.00 pm

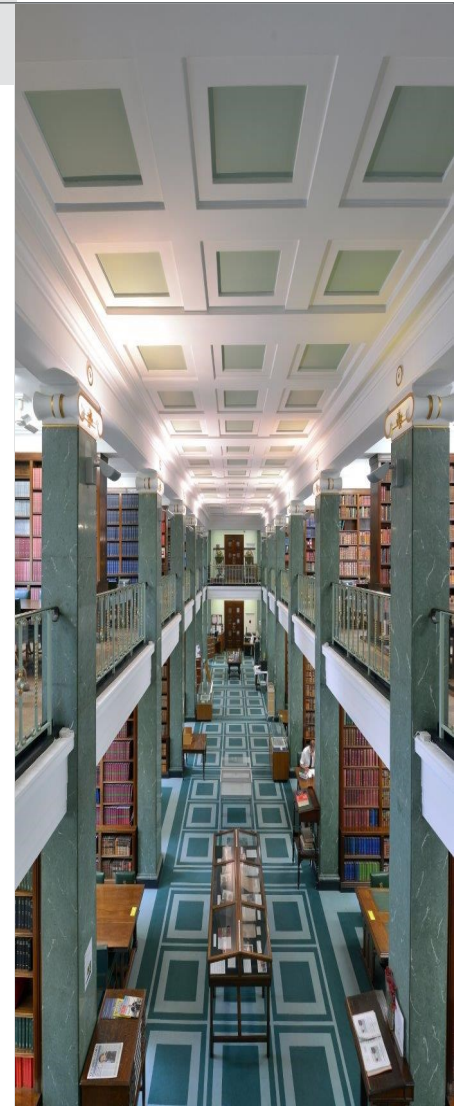
ENQUIRY DESK

The desk is staffed by skilled librarians who are there to help you with enquiries in person, by telephone or email. Regular tours are offered to provide an introduction to the Library. Additionally, librarians can assist with specific enquiries and there are a range of specialist resources available that provide advanced guidance regarding research skills in a particular subject or jurisdiction.

LEGAL RESEARCH TRAINING

The Library provides regular legal research training sessions, which can also be booked as one-to-one sessions. In the future, we will be offering free online tutorials in searching free legal databases such as EUR-LEX and HUDOC, as well as subscription databases such as Lexis and Westlaw. Members can enquire regarding other opportunities for remote training.

The Honourable Society of the Middle Temple
The Library, Ashley Building
Middle Temple Lane
London EC4Y 9BT



LIBRARY STAFF

Librarian—Renaë Satterley

Administrative and
Ecclesiastical Librarian—
Elizabeth Alderson

Assistant Librarian— Harpreet
Dhillon

Assistant Librarian—Lenka
Geidt

Senior Library Assistant—
Patrick Ghirardello

UK & US Librarian—
Bernadette Keeley

Library Assistant (Graduate
Trainee) - Annabelle Michael

Training & Development
Librarian—Adam Woellhaf

IPADS & EBOOKS

The Library has five iPads, two of which are loaded with ebooks and can be borrowed for —£1 per day or £5 for a week.

Titles include:

- The White Book
- Archold
- Blackstone's Criminal and Civil Practices

Ebooks are also available to view on one Library PC.

iPads are also used in legal research training.

LIBRARY SERVICES

The catalogue may be searched online at: www.middletemplelibrary.org.uk. All print materials available in the library are catalogued, along with all electronic titles available online through the databases or general Internet sources. The other three Inn library collections can be searched through our catalogue. Printed lists of key holdings are available for quick reference in the Library.

Textbooks are available for overnight and weekend loan to members of any Inn. Books may be borrowed one hour before the Library closes and must be returned by 10am next day the Library is open.

There are two iPads with ebooks which can be borrowed for up to a week for a small fee.

The Library can provide copies of law reports, journal articles, textbook extracts, etc. by email, fax or post. Requests must be made using the copyright declaration form, which is available at: www.middletemple.org.uk/library-and-archive/library/library-services/document-delivery-service.

Textbooks may be borrowed an hour before the library closes and returned the next working day by 10.00 am.

REFRESHMENTS

There is a coffee/tea vending machine in Tasker's.

Bottled water (still or sparkling) is available to purchase from staff at the Enquiry Desk.

A drinking water tap is available on the 3rd floor for filling personal water bottles.

TELEPHONE ROOMS

There are two rooms in the Library where you can take a private mobile telephone call. It is also possible to book one of these rooms in advance by speaking to a member of library staff.

COMPUTERS & ONLINE SERVICES

Computer terminals located on each floor are equipped with Internet access, Microsoft Office and touch-screen monitors. No booking or log-in is required. USB memory sticks can be purchased at the enquiry desk. Free Wi-Fi is available throughout the library.

Printing is available from any library terminal. Printers are located on the main floor and gallery. There are two photocopiers on the main floor and one on the gallery. The charge is 10p per sheet for copying, scanning or printing.

The Library website lists the specialist legal databases to which the Library subscribes along with some useful free resources. These vary in their coverage, but some go as far back as 1865, while others provide access to specialist titles.

The following is a selection of the subscription databases available for free use in the library:

- American Maritime Cases
- Electronic Immigration Network
- Hein Online
- ICLR Online
- i-law
- Justis including JustCite
- Lawtel
- LexisLibrary
- Westlaw UK
- Westlaw US



Middle Temple Library, late 19th century

LIBRARY HISTORY

The Library is known to have existed prior to 1540 as archive records show, but was re-founded in 1641 when Robert Ashley (1565-1641) bequeathed his collection of books to the Inn. At that time the four Inns were commonly regarded as the *third university of England* and, as well as providing instruction in the law, they also provided members with a gentleman's education which encompassed divinity, philosophy, arts and sciences.

Since then, the Library has been housed in various places around the Inn, including what is now the Parliament Chamber. A new library was built and opened in 1861 by the then Prince of Wales; it stood across the garden from the present building. That building was destroyed in 1941 following an incendiary attack. Fortunately, the Molyneux Globes had already been sent out of London for safe-keeping, and the majority of the books were saved.

Following the war the collections were housed temporarily in two prefabricated houses in Brick Court. The present building, designed by Sir Edward Maufe, was opened in 1958 by the Queen Mother. Today the library houses over 250,000 volumes.

ACCESS

Wheelchair ramp to the building entrance

Automated building entrance doors

Lift to all floors

Mezzanine floor in basement is not wheelchair accessible, but staff can retrieve material

Wheelchair accessible toilets on ground floor

Public computer terminals with touch-screen monitors

A portable hearing loop, magnifier and headphones available at the Enquiry Desk



Middle Temple Library, late 19th century

MOLYNEUX GLOBES

The Molyneux Globes are one of the Inn's greatest treasures. They are the earliest globes made in England, and the only known pair in existence. The celestial globe was made in 1592 and the terrestrial one (with the latest discoveries added) in 1603. They are dedicated to Elizabeth I.

COLLECTIONS: FIRST FLOOR-TEXTBOOKS & LOOSE-LEAFS

The Library subscribes to an extensive range of major titles and holds old editions in the basement. English and International law textbooks are located on the main floor and are arranged by subject according to the Moys Classification Scheme for law. The catalogue will give Moys classmark, for example KM 587 BAN. Guides to using Moys can be found in the Library. The Common Law Series and City Law School manuals are kept in the Enquiry Area.

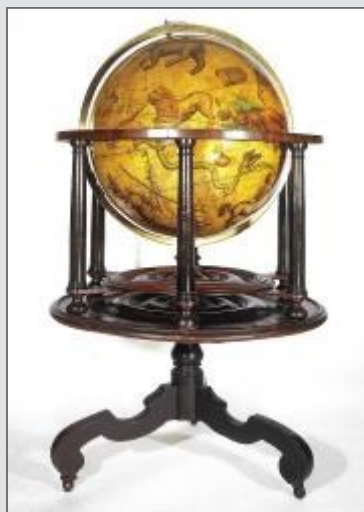
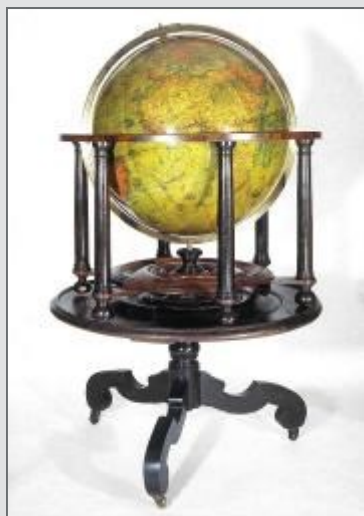
Although the Library has material on all areas of UK law, each of the Inns' libraries has subject concentrations. Some of the topics covered at Middle Temple include employment, insurance and shipping law. A list of all subject specialities is provided on the last page of this guide. Each Inn library specialises in different jurisdictions: Middle Temple in EU & US law, Lincoln's Inn & Inner Temple in Commonwealth law, and Gray's Inn in

LAW REPORTS

Most nominate reports are held, dating back to the sixteenth century, as well as all major modern titles and series for England and Wales. The Library subscribes to a range of specialist titles such as *Building Law Reports*, *Criminal Appeal Reports*, *Lloyd's Law Reports* and *Local Government Reports*. The collection is complemented by major digests and citators, as well as our database services.

EUROPEAN LAW

As one of its specialist collections, the Library holds an extensive range of EU law. As well as primary European Union material, there are laws for individual member states, judgments and decisions of the European Court of Justice, law reports, periodicals and textbooks. A small human rights collection is available along with the European materials, and includes several textbooks and reports covering UK, European and international law.



COLLECTIONS: GALLERY FLOOR GOVERNMENT PUBLICATIONS

The Library holds a basic collection of both historical and modern government publications. A comprehensive specialist collection is held by Lincoln's Inn Library. Titles in our collection include Bills, Hansard for the House of Commons and Lords, Statutes, Statutory Instruments and all Command Papers from 1961-2009, and selected papers thereafter. Major digests such as *Halsbury's Laws* and *Halsbury's Statutes* are found on the gallery floor, with superseded editions kept in the basement. The Library also holds Local and Private Acts along with legislation from the devolved Parliaments of Scotland, Wales and Northern Ireland.



The Library specialises in Ecclesiastical law, with a good collection of divinity and canon law.

JOURNALS, ECCLESIASTICAL & OTHER TITLES

A range of journals is available to supplement the textbooks and law reports. The collection includes general publications such as *Counsel*, practical works such as *The Criminal Law Review*, and academic works such as *The Cambridge Law Journal*. A complete run of *The London Gazette* from 1665 to date is also available, with earlier volumes stored in the basement.

Progressing from its roots as a provider of general education to young gentlemen, the Inn has always maintained good collections of divinity and canon law. The library is a

repository for the transcripts of the consistory courts, which have been bound into annual volumes. A consolidated index covering 1891 onward provides easy access to cases and is also available online through the website of the Ecclesiastical Law Society [www.ecclawsoc.org.uk].

A loan collection of legal biographies and trials is available on the gallery.

General reference works, such as legal directories, the *Bar Directory*, *British National Formulary*, *The Expert Witness Directory*, *Dictionary of National Biography* and the *Oxford English Dictionary*, are located on the main library floor.



AMERICAN RESEARCH

Using American resources can be quite different from using their British counterparts. For more information on undertaking American research see the following websites:

General Legal Research:
researchguides.lawnet.fordham.edu/index.php

Federal Register:
www.archives.gov/federal-register/tutorial/

Hein Online:
help.heinonline.org/

Legal Citation (Bluebook) (created by Cornell University Law School, Legal Information Institute):
www.law.cornell.edu/citation/

Westlaw US (created by Harvard Law School Library):
www.law.harvard.edu/apps/library/video/popnametable_skin.swf

COLLECTIONS: THIRD FLOOR-AMERICAN

The Inn has always had strong connections with the United States, dating back to the earliest colonial settlers, and now holds one of the largest collections of US law outside of America. This comprehensive collection includes the *National Reporter* series, *Uniform Laws Annotated*, *West's Digest* and a good collection of text books. American law reports and journals are also available through HeinOnline, Lexis.com and Westlaw US.



Abraham Ortelius' map of the Americas, 1603

COMMONWEALTH AND INTERNATIONAL

Although material for the Commonwealth is held by Inner Temple and Lincoln's Inn, the Library still collects several of the major series of reports including *Commonwealth Law Reports* and *New Zealand Law Reports*.

Although international material is covered by Gray's Inn, the Library holds a modest collection of textbooks on international law (which are located on the first floor) as well as the *International Law Reports* and *International Litigation Procedure* (located on the third floor). Many international journals are also available electronically through HeinOnline.

COLLECTIONS: BASEMENT

The Library retains, wherever possible, all previous editions of textbooks; these are housed in the basement. There you will also find past editions of government publications such as Hansard for the Lords and Commons, along with Statutes, Command Papers and legal encyclopædias such as *Halsbury's* and *Atkin's*. The mezzanine level houses early US State Reports, as well as International law, EU law, Roman Dutch law, biographical and historical materials.

SIR LOUIS BLOM-COOPER FLOOR: RARE BOOKS

The Library holds a significant collection of antiquarian books dating back to the 13th century which is housed with the Archive in secure and environmentally controlled storage. It reflects the Library's original purpose of informing members on diverse subjects including law, theology, travel, medicine and philosophy. Robert Ashley's founding collection of 1641 contains many important works including books from John Donne's library, as well as books owned by John Dee and Ben Johnson. The Library runs a sponsorship scheme for the restoration of rare books; further details are set out in a pamphlet available in the Library and on our website.

The Inn's Archive contains administrative and financial records dating back to 1501 as well as manuscript material relating to its history and members. It offers secure viewing areas and also houses a conservation studio. Enquiries should be addressed to the Archivist: archive@middletemple.org.uk.

LEGAL RESEARCH: CASE LAW

A case citator will direct you to where a case has been reported if you know the names of the parties. *Current Law Case Citator* is comprehensive from 1947, and provides a complete list of citations in the index. To use this citator you must know the year of the case. *The Digest*, formerly the *English and Empire Digest*, includes historic cases but does not cite every case available. It is organised and searchable by subject, does not require you to know the year of the case, and covers Scottish, Irish, European and Commonwealth jurisdictions.

Halsbury's Laws of England is a useful reference when looking for cases related to a particular subject. It aims to set out all the law, arranged by subject matter, and is an excellent starting point for researching an unfamiliar topic.

Subscription and free databases give access to many law reports and transcripts, and may host additional electronic-only titles. No single database is comprehensive, and not every law report has been digitised.

Electronic sources require different search techniques, and it can be useful to spend some time coming to terms with the idiosyncrasies of any database you use frequently. Generally, additional information on effectively using a database can be found under the help function or in the user guide.





LEGAL RESEARCH: CASE LAW

The nominate reports are those produced by individual reporters prior to 1865, and they are known to vary greatly in quality. Most of the nominate reports were reprinted in the *English Reports* (ER) for easier access, and many cases this era were also reported in the *All England Reports Reprint* (All ER Rep).

Since 1865 various official and commercial law reports have been published. Take care when relying on an unreported case, since these are only suitable if they address a unique point of law. Where possible, a photocopy or scan should be brought to court in preference to a print out of an electronic version of the document.

To choose the correct report of a case available in more than one series, follow the Practice Direction: Citation of Authorities, [2012] 1 WLR 780, www.judiciary.gov.uk/publications-and-reports/practice-directions/2012.

CITATIONS: CASES

It is important to recognise the parts of a standard citation quickly.

Neutral citations: generic citations assigned to all High Court, Court of Appeal, House of Lords, Supreme Court & Privy Council cases since 2001.

Year in square brackets: year of publication. Look for a volume of the corresponding year.

Year in round brackets: year the case was decided. A running volume number should also be given.

To decipher abbreviations: use the Cardiff Index to Legal Abbreviations www.legalabbrevs.cardiff.ac.uk or Raistrick's *Index to Legal Citations and Abbreviations*

Since 1865 the canon has been headed by the Law Reports, the semi-official series published by the Incorporated Council of Law Reporting (ICLR). Cases decided by the Court of Appeal appear in the series for the Division in which the action was originally heard, while cases appealed from the Court of Appeal to the House of Lords or the Supreme Court are reported as Appeal Cases (AC). The Appeal Cases series also contains reports of Privy Council cases, with decisions by the House of Lords or Supreme Court on appeal from Scotland and Northern Ireland.

The Weekly Law Reports (WLR) are also published by the ICLR and are of equal preference for use in court with the All England Law Reports (All ER). Neither series is entirely comprehensive, however, and it may be necessary to rely upon other series of specialist subject or commercially produced reports.





Abraham Ortelius' map of Europe, 1603

LEGAL RESEARCH: EUROPEAN CASES

Decisions of the European Court of Justice and the General Court (formerly Court of First Instance) are reported in the *European Court Reports*. Roman numerals indicate volume numbers (I for the ECJ; II for the General Court).

Some European cases are reported in general English series, while a variety of additional European law reports such as the *Common Market Law Reports* or the *All England Law Reports: European Cases* are also available.

The European Court of Human Rights was created by the European Convention on Human Rights and functions under the auspices of the Council of Europe, rather than the European Union. ECHR cases are sometimes reported in various human rights series, but the official version is available in the *Reports of Judgments and Decisions*.

Many European law reports are available online. Westlaw, Lexis and Lawtel all include European resources, and several free databases are available from both the EU and the Council of Europe. For guidance on efficiently searching these sources see the additional information available on their websites:

HUDOC (European Court of Human Rights): www.echr.coe.int/Pages/home.aspx?p=caselaw/HUDOC&c=#n1362659921775_pointer

EUR-Lex: eur-lex.europa.eu/content/help/pages/help-default.html

SEARCH TIPS FOR KEY SITES

BAILII: www.bailii.org/bailii/faq.html

www.bailii.org/bailii/help/term_search.html

Google: support.google.com/websearch/answer/134479

support.google.com/websearch/answer/136861?p=adv_operators&hl=en

JustCite: www.justcite.com/kb/wp-content/uploads/2011/04/JustCite_Workbook_2012.pdf

www.justcite.com/kb/search-technology/search-operators/

Lexis: www.lnacademy.com/training-resources
(choose LexisLibrary)

Westlaw: legalresearch.westlaw.co.uk/learning-support/training/training-videos/

CITATIONS: STATUTES

An Act is usually cited by its short title and the year in which the Act became law.

Occasionally the Act may be cited by its regnal year (year of the reign of the monarch calculated from the day of accession to the throne) and chapter number.

An Act is divided into sections, sub-sections, paragraphs and sub-paragraphs.

In citation the section number is left unbracketed, the sub-section is given round brackets, the paragraph a letter, and the sub-paragraph a roman numeral.

An additional section inserted by later legislation is given the number of its immediate predecessor and a letter.

LEGAL RESEARCH: STATUTES

There is a complete run of *Statutes at Large* from earliest times until 1869, followed by *Public General Acts* from 1870 onward. These do not show whether an Act has been repealed or subsequently amended, nor do they necessarily reveal when it came into force. The practice of bringing whole or parts of a statute into force by ministerial order or SI may necessitate subsequent research, often in another source.

Halsbury's Statutes is constantly updated, re-issued from time to time, is comprehensive and authoritative. It is annotated by well-informed editors, usually addresses the issue of when a statute came into force, and whether it has subsequently been amended or repealed. It is important to keep abreast of repeals, amendments and other developments by using the annual supplements and loose-leaf releases provided with the main volumes when using this work.

STATUTE RESEARCH USING ENCYCLOPAEDIAS

Specialist loose-leaf encyclopaedias cover many individual subjects and may prove to be the best sources of up to date statute law. They are edited by specialists in their fields, and usually contain discussion of the legislation and references to cases decided under it. In addition, they often contain the texts of relevant delegated legislation, departmental circulars and other policy documents.

STATUTE RESEARCH USING DATABASES

Many databases carry all the statutes updated almost daily to reflect the law as it stands: amended and in force. However, providers reserve the right to remove material at their discretion and almost without notice. No single database is comprehensive and they do not provide consistent coverage of older or repealed legislative material.

The guides to searching specific databases will also provide assistance in searching for legislation, and every online database should include a help section or user guide.

LEGAL RESEARCH: STATUTORY INSTRUMENTS

Statutory Instruments are available from 1948 onward, and *Statutory Rules and Orders* from 1890-1947. *Halsbury's Statutory Instruments* are available up to 2009. As noted above, encyclopædias on specific subjects often contain SIs.

An SI is referred to in court by its title, for example, the *Civil Procedure Rules* 1998 SI No. 1998/3132. The SI No. identifies the year in which the delegated legislation was passed, and its place in the sequence of SIs for that year. SIs are divided into regulations, articles or paragraphs depending on the draftsman's preference.

Many print resources are accompanied by guides that detail how to use them to best effect. There are a selection of research guides available on the 1st floor.

LEGAL RESEARCH: FURTHER RESOURCES

Guides to specific resources may be shelved with the item, and a selection of research guides produced by library staff is available on the first floor. A range of reference books for further detail is available at the Enquiry Area.

There are many online research resources that provide guidance to techniques applicable to any website. An introduction to some of these techniques for electronic searching is available on the library's website [www.middletemple.org.uk/library-and-archive/library/library-guides/].

In some cases you may wish to use a generic search engine such as Google to begin your research. It is always necessary to use such resources with caution by independently verifying the authority of all results.

To construct a more precise search in Google try the Advanced Search option [www.google.com/advanced_search/]. There are also many alternative search engines such as DuckDuckGo [duckduckgo.com/] which does not track browser history, or WolframAlpha [www.wolframalpha.com/] which is computational.



**LEGAL RESEARCH:
FURTHER RESOURCES**

More detailed information about legal research techniques can be found in:

Legal Research: a practitioner's handbook by Peter Clinch, 2nd ed., 2013

Learning the Law by Glanville Williams, 16th ed. by ATH Smith, 2016

Effective Legal Research by J. Knowles, 3rd ed., 2012

The Honourable Society of the
Middle Temple
The Library
Ashley Building
Middle Temple Lane
London EC4Y 9BT

Phone: 020 7427 4830

Fax: 020 7427 4831

E-mail:

library@middletemple.org.uk

Web:

www.middletemple.org.uk/
library



GRAY'S INN

AIR & SPACE
CONFLICT OF LAWS
CONSTITUTIONAL & ADMINISTRATIVE
CONSTRUCTION LAW
CONSUMER LAW
DATA PROTECTION
EDUCATION
ENERGY LAW
ENTERTAINMENT & MEDIA LAW
ENVIRONMENTAL LAW
FOREIGN LAW (NOT AT OTHER INNS)
HIGHWAYS
HOUSING LAW
HUMAN RIGHTS
IMMIGRATION & NATIONALITY
INFORMATION TECHNOLOGY
INTERNATIONAL LAW
LOCAL GOVERNMENT
NORTHERN IRELAND
PLANNING LAW
RATES & COUNCIL TAX
SOCIAL SECURITY & WELFARE
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

LINCOLN'S INN

AGRICULTURE
ANIMAL LAW
CHANNEL ISLANDS
CHARITIES
COMMONWEALTH
COMPANY LAW
CONVEYANCING
EQUITY & TRUSTS
INSOLVENCY
ISLE OF MAN
LANDLORD & TENANT
PARLIAMENTARY MATERIALS
PARTNERSHIP LAW
PENSIONS
REAL PROPERTY
TAXATION
WILLS & PROBATE

MIDDLE TEMPLE

ACCOUNTANCY
AGENCY
ARBITRATION
BANKING
CARRIAGE OF GOODS
COMMERCIAL LAW
COMPETITION LAW
ECCLESIASTICAL LAW
EMPLOYMENT
EQUAL OPPORTUNITIES
EU & MEMBER STATES
FINANCE & FINANCIAL SERVICES
HEALTH & SAFETY
INSURANCE LAW
INTERNATIONAL TRADE
IRISH REPUBLIC
MARITIME & SHIPPING LAW
TRANSPORT
UNITED STATES