

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. It 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 in order 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 collection development policy 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, EU law, the law of European Union member states, and the United States.

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 The Library does not lend out loose-leafs, superseded editions or serials as it would be difficult to replace these items if they were lost.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.

All materials (print and electronic) are catalogued online. Most databases are accessed via the website and are for in-library use only: the 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 licenses for remote access for members.

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

As of August 2017, the UK, EU, European Union member states and American textbooks are arranged by the Moys legal classification scheme. Moys classification enables common law jurisdictions to be arranged by subject. The collection of superseded editions will be re-classified to Moys by 2019.

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 via the 'Ask a Librarian' link on the catalogue. 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 the requirements of members of the Bar. 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 (i.e. English or American). 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. In order 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 and collections are welcomed by the Library. Donations should enhance or complement the existing collection. The Library reserves the right to discard irrelevant or duplicated materials and will inform the donor if any items are discarded. 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 in the following cases:

- in order to have a second or third copy in the interests of conservation
- the duplicate items are a small proportion of a larger collection where there are good reasons for maintaining its integrity

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 may not be retained 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 high demand, such as 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. This subject list is available at: <http://www.middletemplelibrary.org.uk/custom/web/content/Subject%20specialisations%20by%20Inn.pdf>.

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 in order to ensure that full coverage is provided (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. Preference is given to

databases 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 there is a high demand from members for the service. A subscription will not be renewed if the provider cannot provide usage statistics, if the yearly cost increases by more than 10%, or if a significant amount of existing content is removed (i.e. more than 10%).

While preference is given to print resources 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.

A selection of ebooks is purchased by the Library of key titles that fall within 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 on ebooks by the law 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.

If a serial title (law report or journal) is 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.

Jurisdictions

The Library restricts its jurisdictional collections to UK, European Union member states, US and European Union material. The other Inn libraries collect the remaining common law jurisdictions. The Library does collect a small amount of international textbooks, as well as three key Commonwealth law reports, 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 Justis, Lexis Library and Westlaw; access is also provided to the free databases, 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.

- United Kingdom: Textbooks, journals, law reports and legislation are actively collected. The collection of printed Command Papers is complete from 1861-2010; only a selection of post-2010 Papers are collected in print as they are all freely available online. The Library subscribes to a range of databases, including LexisLibrary and Westlaw; the full list is included in Appendix 1.
- 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, Lexis.com (under revision in 2017) and Westlaw International.

Language

English is the predominant language of the collection. The Europe 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 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. This is due to the fact that they are exceedingly 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 outside repair.

Retention policy

The Library keeps one copy of all superseded editions. 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 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.

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.

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-leafs 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 Digest, 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-20th century)

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 in order to ensure that our members have access to full coverage of all of the relevant legal topics outlined in the Collection Development Policy.

American Maritime Cases: American maritime law

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

BAILII: database covering British and Irish case law. Useful for finding transcripts [free]

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

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

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

Electronic Immigration Network (E.I.N): case law, legislation and information on immigration law, including tribunals and country of origin reports

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

Gov.uk: a United Kingdom public sector information website which provides a single point of access to HM Government services including various publications of individual departments and other government bodies [free]

Hansard: the Official Report of all parliamentary debates, from May 2010, for both Houses of Parliament available to search and browse. Older debates can be accessed for the Commons and the Lords [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

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

Journal of International Arbitration: full-text access to this journal from 1984 onwards

Journal of Patient Safety and Risk Management: journal covering forensic law and medical negligence

Justis: full-text access to legislation as enacted, specialist law reports, Irish case law and unreported decisions of the House of Lords (1852-), Court of Appeal, Civil Division (1951-) and Court of Appeal, Criminal Division (1961-)

Justcite: case citator and search engine for case law and articles

Lawtel: database covering UK case law and legislation and European Court of Human Rights judgments and EU legislation NB: only works with Internet Explorer

Legalease Law Journals: full-text access to The Commercial Litigation Journal, Employment Law Journal, Family Law Journal, Personal Injury Law Journal, Property Law Journal, Procurement and Outsourcing Journal, and Trusts and Estates Law and Tax Journal from December 2010 onwards

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 and journal articles. Includes access to Atkin's Court Forms and commentary such as Buckley on the Companies Acts, as well as Halsbury's Laws of England and All ER (D) cases (All England Law Reports (Digests))

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

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

Modern Law Review: full-text access to this law journal

Neue Juristische Wochenschrift: current and previous editions of this title in full text from 1981, with the legal portions from 1947 onwards

New Law Journal: full-text access to this law journal

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

Oxford English Dictionary Online: access to the latest content of the full Oxford English Dictionary and the Historical Thesaurus of the Oxford English Dictionary

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

Solicitors' Journal: full-text access to this journal

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 - click on Home at the top of the page to access the content covered by our subscription

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

Yearbook of European Law: provides access to articles from 1996 onwards covering law of the European Union, the European Convention for the Protection of Human Rights, related aspects of international law, and comparative laws of Europe

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
- BAILLI (funding for the transcript database)
- BIALL
- Cardiff Index to Legal Abbreviations
- City Legal Information Group
- CILIP: Library & Information History Group and Rare Books Group
- FLAG Foreign Law Guide
- Institute of Advanced Legal Studies
- Shoe Lane Library (City of London)