

# ACADEMIC LAW LIBRARIES IN THE UNITED KINGDOM & IRELAND

The Annual SLS/BIALL Survey

Survey Questionnaire for Law Libraries

All responses will be treated in the strictest of confidence and anonymity of respondents preserved in the research report.

Unless otherwise requested, all answers (including financial) should relate to the situation in the **academic year 2017/2018**. If your response to a question is based on a different time period please give details here of the year to which your response applies.

## SECTION A: The Institution

**A1** Name of institution

**A2** Please place a tick in the box against the category which most accurately describes your institution

old university  
(university incorporated before 1992)

new university  
(university incorporated from 1992)

institute of higher education

other institution

**A3** Name of School/Department and/or Faculty in which law is taught

**A4** Name and function of person completing this questionnaire

**A5** Email address and telephone number (should any clarification of responses be needed)

Tel. No.

## SECTION B: Courses and student numbers

**B1** Please indicate which of the following categories of students are enrolled in your Law School by ticking the appropriate boxes

**B1.1 Exempting undergraduate law degree courses**

To include undergraduate law degree courses which satisfy the exemption requirements of any of the following: Law Society (England & Wales or Scotland), Bar Standards Board, Faculty of Advocates, Council of Legal Education (Northern Ireland), Law Society of Ireland and Hon. Soc. King's Inns. Such courses might include LLB, Mixed or Joint Honours degree leading to professional exemptions (e.g. BA Law and Languages), or other degree programmes leading to law professional exemptions (e.g. BA Combined Studies), or External London University LLB

**B1.2 Legal Practice Course or Bar Professional Training Course or Diploma in Professional Legal Practice (Scotland) or Professional Practice Course (Ireland) or Degree of Barrister-at-law (Ireland)**

**B1.3 Courses leading to law professional awards, other than B1.2 above**

To include other courses in law leading to awards recognised by a professional body for law (e.g. CPE, Chartered Institute of Legal Executives (CILEx) or Council for Licensed Conveyancers)

**B1.4 Taught courses leading to a postgraduate award in law other than those included in B1.2 or B1.3 above**

LLM and any other taught postgraduate course in law

**B2** Note the approximate total number of taught course students (BODIES, not FTEs) in the Law School, enrolled on courses noted in B1.1 to B1.4 above, regardless of mode of attendance. You may need to contact the Head of the Law School / Department to obtain this figure.

Total [                      ]

**B3** How many of the students (BODIES not FTEs) given in the answer to question B2 are registered on distance learning courses for law? You may need to contact the Head of the Law School / Department to obtain this figure. If there are none, please state: NONE.

Total [                      ]

**B4** If your law school has **research courses leading to a postgraduate award in law** such as MPhil or PhD, please tick box

### SECTION C: Location of law collection

Please tick the response below which most closely matches the circumstances in your institution:

**C1.1** a single law library in a location separated from other subject collections (in which “separate” is defined as a separate building or a separate floor within the same building)

**C1.2** a law collection not so separated but shelved so as to form a single identifiable unit

**C1.3** several law collections each in a different location (Please specify the nature of these different collections. Tick as many as apply).

a main law library separated from other subject collections

a law collection not so separated but shelved to form a single identifiable unit

a separate law library targeted at vocational course students (e.g. LPC, BVC)

a separate law library targeted at researchers

other (please specify)

**C1.4** a single law collection dispersed wholly or partly among other subject collections

**C2** How many seats **in total** are there in study areas by the law collection(s), with or without a PC or Mac work station on them? [                    ]

**C3** How many PC or Mac workstations which can access electronic law materials, are available for law student use

**C3.1** adjacent to, or in the same building as, the law collection(s)? [                    ]

**C3.2** in the building where the law school is housed? [                    ]

**C4.1** Has the overall number of PC or Mac workstations provided by the library decreased?

YES  go to question **C4.2**

NO  go to question **C5.1**

**C4.2** Why have the number of PC or Mac workstations decreased? Please tick as many boxes as apply:

Readers bring in their own laptops, tablets and phones

Reduced budgets for PC or Mac workstations

Other (please comment)

**C5.1** Does your library provide laptops/tablets for short-term loan to students?

YES  go to question **C5.2**

NO  go to question **C6.1**

**C5.2** If yes, how many devices do you have available for loan? [                    ]

**C7.1** Comparing 2016/17 with 2017/18 in your judgement (from observation or from visit/usage statistics), has the number of visits to the law collections generally: (please tick one box only)

increased

remained constant

decreased

**C7.2** What did you use as the basis for your comparison (for example, SCONUL counts, exit gate logs, observation)?

## SECTION D: Opening Hours

**D1** For the categories listed below state the opening and closing times of the library, between which the law collection/s are available to library users. Your response should be based on the 'standard week' and exclude any special arrangements such as for exam revision.

Term Time:

	Open	Close	24 hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Vacation:

	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**D2** For how many hours during a term-time week is a **STAFFED** book loan/issue service available for law items? [       ] hours per week

**D3** Does your library have a self-issue system for use with items from the law collection? Please tick one of the following responses.

YES                         NO  

**D4** For how many hours during a term-time week are professionally qualified staff available to provide a **specialist reader enquiry service for law**? **Exclude** hours when no professional enquiry staff for law are available and law enquires are referred on to be dealt with later.

[       ] hours per week

**D5** Is your institution a member of a reciprocal borrowing scheme? Please tick as many as apply:

- SCONUL Access (*was UK Libraries Plus*) [    ]
- SCONUL RX (Research Plus) [    ]
- Regional schemes [    ]
- Others (please list) [    ]

**Questions D6 to D11 apply only to respondents in institutions with law students following any law course by distance learning. If your institution has no students in this category and you have answered question B3 as none, please go to section E.**

**D6** Apart from the schemes noted in question D5, has your institution made any arrangements for its distance learning students studying law to have access to a physical (not electronic) law library other than at the institution where they are registered?

YES

NO

**D7** Does your law library provide special support for your distance learning students other than through a reciprocal borrowing scheme? Please tick one of the following responses:

YES  Please go to question **D8**

NO  Please go to question **D9**

**D8** What form does the special support for your law distance learning students take? Please tick as many responses as apply:

- Postal loan [    ]
- Photocopying (subject to copyright) delivered by post [    ]
- Phone/email/fax/skype legal research enquiry service [    ]
- Database searches undertaken by library staff [    ]
- Study packs of readings [    ]
- Others (please list): [    ]

**D9** Do your law distance learning students have access from outside the university to databases and e-materials?

YES

NO

**D10** Does your institution use a virtual learning environment (VLE) for the delivery of its law distance learning courses?

YES

NO

**D11** How is access to law library materials (by which is meant the law and commentary on it) for distance learning students provided through the VLE – tick as many as apply:

link to library catalogue

link to full text online subscription databases

full text of material scanned into VLE

other (please give details)

## SECTION E: Databases

### E1 Law Databases

Please indicate with a tick, those legal databases your institution **pays to** access. Also indicate how you access each database, for example through the Web. Your answer should reflect your **current** position (not that in the academic year 2017/2018).

	Current Subscription	Web	Other (specify)
Westlaw UK	<input type="checkbox"/>		
Westlaw IE (Irish law)	<input type="checkbox"/>		
Westlaw International Materials	<input type="checkbox"/>		
Practical Law	<input type="checkbox"/>		
Lawtel UK	<input type="checkbox"/>		
Lexis®Library	<input type="checkbox"/>		
Halsbury's Laws on Lexis	<input type="checkbox"/>		
Cases on Lexis	<input type="checkbox"/>		
Legislation on Lexis	<input type="checkbox"/>		
Journals on Lexis	<input type="checkbox"/>		
Encyclopedia of Forms and Precedents on Lexis	<input type="checkbox"/>		
UK Newspapers on Lexis	<input type="checkbox"/>		
International materials on Lexis	<input type="checkbox"/>		
Jordan's Family Law Online	<input type="checkbox"/>		
Other Lexis Library products (please specify)	<input type="checkbox"/>		
i-law	<input type="checkbox"/>		
Max Planck Encyclopedia of Public International Law	<input type="checkbox"/>		
JustisOne	<input type="checkbox"/>		
Kluwer Arbitration	<input type="checkbox"/>		

	Current Sub	Web	Other (specify)
Index to Legal Periodicals (Wilson)	<input type="checkbox"/>		
Index to Foreign Legal Periodicals	<input type="checkbox"/>		
HeinOnline	<input type="checkbox"/>		
Full text (chargeable) EU databases – Exclude Lexis and Westlaw	<input type="checkbox"/>		

Other current subscriptions to **law** databases not listed above, please note below (do not include electronic resources which arrive free of charge with a print subscription):

## E2 Other subscription databases

Please indicate any other information databases (excluding e-journal databases) for which your institution **pays** for access and which **contribute significantly** to the teaching and research work of the **law school**. Please note the emphasis on **significant**.

	Used by Law School	
JSTOR	<input type="checkbox"/>	
ISI Web of Science/Knowledge	<input type="checkbox"/>	
Combined newspaper database e.g. Gale infotrac, NexisUK, Proquest	<input type="checkbox"/>	Please specify:

ASSIA

Criminal Justice Abstracts

EBSCO Business Source

EBSCO Academic

House of Commons  
Parliamentary Papers

Other databases not above, please list:

**E3** List the names of any law or related databases which your institution expects to subscribe to or purchase before July 2019.

**E4** List any law or related databases which your institution has cancelled or plans to cancel in the academic year 2018/2019, and the reason for the cancellation.

Name of database

Reason for cancellation

**E5** Does your institution subscribe to any electronic journal databases (excluding Lexis Library, Westlaw and HeinOnline) or e-journal gateways (e.g. Wiley Online Library, Ingenta Connect or EBSCO) which include law titles? Please tick one of the following responses:

YES  Please go to question **E6**

NO  Please go to question **E7**

**E6** As a result of the access to law e-journals you mention in answer to question E5, have you cancelled any subscriptions to print versions of the law journal titles? Please tick one of the following responses:

YES

NO

**E7** Leaving aside your answer to question E6, have you cancelled during this academic year any subscriptions in your institution to print versions of law material, where the same resource is available electronically? Please tick one of the following responses:

YES  Please go to question **E8**

NO  Please go to question **E9**

**E8** Please give the titles of all the print materials you have cancelled.

**E9** Regardless of the reason/s for doing so, have cuts to subscriptions made during 2018/2019 to either electronic or print materials, fallen more heavily on

Domestic law materials (i.e. UK or Ireland)

foreign, comparative and international law materials

Domestic and foreign materials equally?

Please tick one response box only.

**E10** Briefly, what are the reasons for your answer to question E9?

**E11** Please indicate which electronic book (e-book) providers your institution subscribes to for law titles.

Dawsonera

EBL

ebrary

EBSCOhost  
(formerly NetLibrary)

mylibrary

Oxford Scholarship Online

Routledge / Cavendish

Other (please specify)

## SECTION F: Finance and Administration

All responses to relate to financial year **2017/2018**.

**F1** Please state total expenditure on the acquisition of law materials in either Pounds Sterling (£) or Euros (€) [ ]

**F2** Of the amount in E1, please specify expenditure in each of the following categories.

**F2.1** monographs [ ]

**F2.2** e-books (if separate amount is known) [ ]

**F2.3** serials  
(law journals, statutes, law reports,  
looseleaf updates) [ ]

**F2.4** Web-based and other remote online databases [ ]

**F2.5** other, please detail below [ ]

**F3** Sources of income from which expenditure in E1 was met:

**F3.1** General library funds [ ]

**F3.2** Law School funds (direct expenditure or  
through contributions to library funds) [ ]

**F3.3** Other University budgets (direct expenditure  
or through contributions to library funds) [ ]

**F3.4** User charges [ ]

**F3.5** Contributions from outside bodies  
(law firms, sponsorships, trust funds, etc) [ ]

**Please note:**

**a) the sum of the constituent parts of your responses to questions F2 and F3 must be equal to each other and,**

**b) the sum of the answers to the parts of question F2 should equal the response to question F1.**

**F4** All respondents: were some or all of your law resources were paid for by a consortium (e.g. IReL)?

YES  and which consortium? [            ]  
NO

**F5** All respondents: if the Law School paid for certain types of law materials, please list below (e.g. Westlaw UK or Lexis®Library or other database subscriptions, research journals, library materials for LPC or BPTC)

**F6** Did the Law School contribute to law library expenditure other than for the purchase of law materials, for example for salaries, hardware/software costs, improvements to accommodation? Please tick one of the following responses:

YES  Please go to question **F6**  
NO  Please go to question **F7**

**F7** What was the amount of this contribution (in either Pounds Sterling or Euros) in the financial year 2017/18 and what was it to pay for?

[            ]  
[            ]

**F8** Are you aware that the Society of Legal Scholars issued a revised Statement of Standards in 2009, available in full at <http://www.legalscholars.ac.uk/documents/SLS-Library-for-a-Modern-Law-School-Statement-2009.pdf> and reprinted in part in 2010 *Legal Information Management* 10(2)?

YES  Please go to question **F8**  
NO  Please go to section **G**

**F9** Have had any occasion to use the revised Standards in discussions on funding and administration of the law collection in your institution?

YES

NO

### SECTION G: Staffing

**G1** Please state, in terms of full time equivalents (FTEs), how many library staff (on all grades) spend 50% or more of their working time on the care and servicing of the law collection/s.

[       ] FTEs

**G2** How many of the number given in G1, above were

**G2.1** employed in professional librarian posts?  
(for example, on an academic related grade) [       ] FTEs

**G2.2** employed in clerical posts  
(for example, library assistants) [       ] FTEs

**G2.3** employed in other posts (please specify) [       ] FTEs

**Please note that the sum of the answers to questions G2.1, G2.2 and G2.3 should equal the figure given in answer to question G1.**

**G3** How many of the staff in G1, above

**G3.1** had a professional librarianship or information  
science qualification [       ] FTEs

**G3.2** had an academic or professional qualification  
in law [       ] FTEs

## SECTION H: The Future

**H1** In your personal view, over the next five years do you think the balance of provision in your library between electronic and paper access to legal information is likely to: (please tick one box only)

- |  |                          |
|--|--------------------------|
| move significantly in favour of electronic | <input type="checkbox"/> |
| move marginally in favour of electronic    | <input type="checkbox"/> |
| remain constant                            | <input type="checkbox"/> |
| move away from electronic                  | <input type="checkbox"/> |

**H2** Over the next five years, will the proportion spent in your library for the purchase of law monographs (books) as compared with law serials (journals and law reports etc.):

- |  |                          |
|--|--------------------------|
| move significantly in favour of serials    | <input type="checkbox"/> |
| move marginally in favour of serials       | <input type="checkbox"/> |
| remain constant                            | <input type="checkbox"/> |
| move marginally in favour of monographs    | <input type="checkbox"/> |
| move significantly in favour of monographs | <input type="checkbox"/> |

**H3** Over the next five years, will the proportion spent in your library purchasing legal materials relating to *domestic law (i.e. UK or Ireland) and the European Union* as compared with *foreign and international law*:

- |   |                          |
|---|--------------------------|
| move significantly in favour of domestic law and EU         | <input type="checkbox"/> |
| move marginally in favour of domestic law and EU            | <input type="checkbox"/> |
| remain constant   | <input type="checkbox"/> |
| move marginally in favour of foreign & international law    | <input type="checkbox"/> |
| move significantly in favour of foreign & international law | <input type="checkbox"/> |

Thank you very much for taking the time to complete this questionnaire.

Please re-name your completed electronic questionnaire to include the name of your academic institution and email it to [Laura.Griffiths@sas.ac.uk](mailto:Laura.Griffiths@sas.ac.uk).

Alternatively please post a paper copy of the completed questionnaire to Laura Griffiths, Academic Services Librarian, Institute of Advanced Legal Studies, School of Advanced Study, University of London, 17 Russell Square, London, WC1B 5DR.

If you have any queries regarding the completion of the survey, please email Laura Griffiths or call 020 7862 5820. The survey results will be published in *Legal Information Management* and on the BIALL website at [www.biall.org.uk](http://www.biall.org.uk).