

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 2018/2019**. 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)

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 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** 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)
- C2** a law collection not so separated but shelved so as to form a single identifiable unit
- C3** 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, BPTC)
- a separate law library targeted at researchers
- other (please specify)
- C4** a single law collection dispersed wholly or partly among other subject collections

SECTION D: Databases

D1 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 2018/2019).

	Current Subscription	Comments
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"/>	
Jordans Family Law on Lexis	<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"/>	
Justis One	<input type="checkbox"/>	
Kluwer Arbitration	<input type="checkbox"/>	

Index to Legal Periodicals (Wilson)

Index to Foreign Legal Periodicals

HeinOnline

Full text (chargeable) EU databases –
Exclude Lexis & Westlaw.
Please specify

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):

D2 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

ISI Web of Science/Knowledge

Combined newspaper database
e.g. Gale infotrac, NexisUK,
Proquest

Please specify:

ASSIA

Criminal Justice Abstracts

EBSCO Business Source

EBSCO Academic

House of Commons
Parliamentary Papers

Other databases not above, please list:

D3 List the names of any law or related databases which your institution expects to subscribe to or purchase before July 2020.

D4 List any law or related databases which your institution has cancelled or plans to cancel in the academic year 2019/2020, and the reason for the cancellation.

Name of database

Reason for cancellation

D5 Please list, to the best of your knowledge, the names of up to three, free web sites/databases with legal content which assist your teaching staff and students in their law studies and which they access frequently. Please exclude search engines such as Google.

D6 What is the product name of the Library Management System that your library uses?

SECTION E: Finance and Administration

All responses to relate to financial year **2018/2019**.

E1 Please state total expenditure on the acquisition of law materials in either Pounds Sterling (£) or Euros (€) []

E2 Of the amount in E1, please specify expenditure in each of the following categories.

E2.1 monographs []

E2.2 e-books (if separate amount is known) []

E2.3 serials
(law journals, statutes, law reports,
looseleaf updates) []

E2.4 Web-based and other remote online databases []

E2.5 other, please detail below []

E3 Sources of income from which expenditure in E1 was met:

E3.1 General library funds []

E3.2 Law School funds (direct expenditure or
through contributions to library funds) []

E3.3 Other University budgets (direct expenditure
or through contributions to library funds) []

E3.4 User charges []

E3.5 Contributions from outside bodies
(law firms, sponsorships, trust funds, etc) []

Please note:

- a) the sum of the constituent parts of your responses to questions E2 and E3 must be equal to each other and,**
- b) the sum of the answers to the parts of question E2 should equal the response to question E1.**

E4 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)

E5 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 **E6**

NO Please go to question **F**

E6 What was the amount of this contribution (in either Pounds Sterling or Euros) in the financial year 2016/2017 and what was it to pay for?

[]

[]

SECTION G: Staffing

F1 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

F2 How many of the number given in F1, above were

F2.1 employed in professional librarian posts?
(for example, on an academic related grade) [] FTEs

F2.2 employed in clerical posts
(for example, library assistants) [] FTEs

F2.3 employed in other posts (please specify) [] FTEs

Please note that the sum of the answers to questions F2.1, F2.2 and F2.3 should equal the figure given in answer to question F1.

F3 How many of the staff in F1, above

F3.1 had a professional librarianship or information
science qualification [] FTEs

F3.2 had an academic or professional qualification
in law [] FTEs

SECTION G: User training

Please read this introduction carefully. This section of the questionnaire is concerned with legal research skills training in 2016/2017. It **IS** concerned with basic legal research instruction (e.g. how to understand legal abbreviations) and instruction in the use of particular law publications or databases. It **IS NOT** concerned with induction tours, basic introductions to the library or the library catalogue.

G1 Is legal research skills training (as defined above) provided in your institution?

- YES Please go to question **G2**
- NO Please go to section **H**

G2 Who provided legal research skills instruction in your institution? Please tick as many boxes as apply.

- Law library staff
- Law school lecturing staff
- Other staff (please specify)
- External trainers (e.g. Westlaw/Lexis reps)
- Lexis or Westlaw student associate

G3 For which courses was instruction in legal research skills provided by **library staff** - please tick as many boxes as apply.

- | | Instruction by library staff |
|--|------------------------------|
| Undergraduate | <input type="checkbox"/> |
| Postgraduate professional training (e.g. for any course listed in question B1.2 or B1.3) | <input type="checkbox"/> |
| Other taught postgraduate (e.g. LLM) | <input type="checkbox"/> |
| Research postgraduate (e.g. PhD, MPhil) | <input type="checkbox"/> |

These figures will be analysed in relation to the answers in section B1.

G4 For which of the courses you ticked in answer to question G3 was the instruction by library staff timetabled and incorporated within the curriculum of study (for example integrated into a law module). Tick the appropriate boxes.

	Incorporated within a module
Undergraduate	<input type="checkbox"/>
Postgraduate professional training (e.g. for any course listed in question B1.2 or B1.3)	<input type="checkbox"/>
Other taught postgraduate (e.g. LLM)	<input type="checkbox"/>
Research postgraduate (e.g. PhD, MPhil)	<input type="checkbox"/>

These figures will be analysed in relation to the answers in section B1.

G5 For those courses you ticked in answer to question G3, what was the number of timetabled contact hours of legal research skills instruction **an individual student would receive** from library staff over the duration of the whole course of study. (Contact hours are defined here as the length of time an individual student spends receiving direct timetabled teaching or tutorial guidance).

Undergraduate	[] hours
Postgraduate professional training (e.g. for any course listed in B1.2 or B1.3)	[] hours
Other taught postgraduate (e.g. LLM)	[] hours
Research postgraduate (e.g. PhD, MPhil)	[] hours

G6 How many **law library staff hours in total were spent** in delivering legal research skills instruction in 2016/2017? Do not include preparation time. (You may have this figure available for your SCONUL statistics).

[] hours

G7 By which method/s was the legal research skills instruction by library staff delivered? Include only the training in legal research skills, as defined at the start of section G. Please tick as many boxes as apply.

	Undergraduate	Postgraduate professional training	Other taught postgraduate	Research postgraduate
Lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT/database workshop (in IT room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tutorial/seminar (in seminar room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One-to-one reference advice session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student self-paced workbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locally-produced online tutorial (e.g.VLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please detail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G8 Questions G8 and G9 are only for institutions offering law at undergraduate level (see definition in question B1.1). If your institution does not fall in this category, please go to section H of the questionnaire.

Do undergraduates studying law follow a course based on the principles of information literacy (as set out either in the ACRL or SCOUNL standards or in a set of competencies based on these standards)?

YES Please go to question **G9**

NO Please go to section **H** of the questionnaire.

G9 Are the principles embedded in a

law course

or

generic information literacy course?

SECTION H: Other activities

H1 Do law library staff contribute to the following activities? Please tick as many as apply.

- | | |
|---|--------------------------|
| Write and publish articles | <input type="checkbox"/> |
| Create web subject guides or web research guides | <input type="checkbox"/> |
| Provide content for web portals or gateways | <input type="checkbox"/> |
| Provide content for library social networking sites | <input type="checkbox"/> |
| Provide content for law library webpages | <input type="checkbox"/> |

SECTION I

This section applies to respondents from academic law libraries in England, Scotland, Wales and Northern Ireland only. Respondents from the Republic of Ireland should go to the section headed: Completed the questionnaire? What to do next.

The Society of Legal Scholars statement of standards for university law library provision in the UK

The statement of standards was last revised in 2009 and is reprinted in *Legal Studies*, Vol. 30, Issue 3 (September 2010), pp. 442-493, and is available in full at <https://www.legalscholars.ac.uk/wp-content/uploads/2016/05/SLS-Library-for-a-Modern-Law-School-Statement-2009.pdf>. During 2020 the Society of Legal Scholars is carrying out a comprehensive review of the standards and the associated indicative list of library holdings and wishes to obtain the views of academic law librarians throughout the UK on the utility of the present standards and how they might be improved.

This section of the questionnaire is in two parts, seeking views on the statement and the indicative list separately.

The statement of standards

I1 Are you aware the statement of standards exists?

- | | | |
|-----|--------------------------|---|
| YES | <input type="checkbox"/> | Please go to: I2 |
| NO | <input type="checkbox"/> | Please go to: Indicative list of law library holdings |

12 For which purposes have you used the statement of standards? Tick as many as apply.

To judge how far my institution meets the standards

As evidence in support of a case for more resources

As evidence to protect existing resources

To meet validation requirements

Other purposes (please specify)

Never used the standards in any of these ways

13 Which parts of the statement of standards have you found useful? Tick as many as apply.

Policy, management and staffing

Services

Space and physical resources

Collections

Franchising and distance learning

14 In general, how useful is the statement, in its present form, in enabling you to obtain additional resources for the law library? Please tick one box.

Useless

Marginal utility

Significant utility

Essential

15 In what respects should the existing statement of standards be changed?

The indicative list of law library holdings

16 Are you aware the indicative list of law library holdings exists?

YES

Please go to: 17

NO

Please go to the section headed:
Completed the questionnaire? What to do
next.

17 For which purposes have you used the indicative list? Tick as many as apply.

To judge how far my institution meets the indicative list

As evidence in support of a case for more resources

As evidence to protect existing resources

To meet validation requirements

For guidance on core holdings

For specific purchase suggestions

To improve holdings in specific areas

Other purposes (please specify)

Never used the indicative list in any of these ways

18 Which parts of the indicative list have you found useful? Tick as many as apply.

General sources

Subject sources

19 In general, how useful is the indicative list, in its present form, in enabling you to obtain additional resources for the law library? Please tick one box.

Useless

Marginal utility

Significant utility

Essential

110 In what respects should the indicative list be changed?

Completed the questionnaire? What to do next.

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.

Alternatively please post a paper copy of the completed questionnaire to Laura Griffiths, Academic Services Manager, 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 results will be published in *Legal Information Management* and on the BIALL website at www.biall.org.uk.