

## **Institute of Advanced Legal Studies: Institutional Archives, 1934-2023**

### Catalogue

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## THE RECORDS

### IALS/1: 'Historical file' - compilations of historical events, 1934 -1995

Extent and form: 1 archive box of paper records; 1 PDF file. This is a hybrid series that contains both paper and digital files.

Scope and content: the files are compilations of events of interest in the history of the Institute, and include background papers to its establishment, opening ceremonies, policy statements and press cuttings.

System of arrangement: roughly chronological

Access: open

Archival history: most of these files were probably put together by the IALS Secretaries K Howard Drake, J A Boxhall and H F Patterson to isolate information of historical interest relating to the Institute. It is also possible that some of the "historical" records series at IALS/1 were collected, separated from their original context and placed in the Archives as part of a project in 1996 to identify specific records of relevance to the compilation of the 50th anniversary history of the Institute. The compilation files at IALS/1/10-13 were created by the Academic Assistant and passed to the Archives by the IALS Librarian.

Item list:

Reference	Description	Dates
IALS/1/1	File, originally titled "Lord Macmillan's papers" and probably compiled by K Howard Drake, containing the following:- <ul style="list-style-type: none"><li>• Report of the Legal Education Committee 1934</li><li>• Letters to Lord Macmillan from D Hughes Parry and K Howard Drake about the Institute</li><li>• Press cuttings about the Institute</li></ul>	1934-1952
IALS/1/2	File containing policy statements of the Institute, originally one box file with 5 folders of multiple copies as follows: <ul style="list-style-type: none"><li>• Statement of development policy 1950</li><li>• IALS &amp; SOAS: memorandum of agreement on Library policy, 1951</li><li>• Legal research policy, 1954</li><li>• Research assistance requirements, 1955</li><li>• University Grants Committee visitations, 1948, 1951, 1955: policy papers prepared for the visitations</li></ul>	1948-1955

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/1/3	Files containing working papers relating to the opening ceremony of the IALS <ul style="list-style-type: none"> <li>• Guest lists</li> <li>• Speeches</li> <li>• Press Cuttings</li> <li>• Correspondence</li> <li>• Agenda</li> </ul>	1948
IALS/1/4	First IALS Prospectus (5 hard copies; 1 PDF)	1948
IALS/1/5	Second IALS Annual Report	1948-1949
IALS/1/6	Opening of the Nuffield Library, 27 June 1950 <ul style="list-style-type: none"> <li>• General arrangements</li> <li>• Guest list</li> <li>• Press cuttings</li> </ul>	1950
IALS/1/7	File of miscellaneous press cuttings	1962-1986
IALS/1/8	Opening of Charles Clore House, April 1976 <ul style="list-style-type: none"> <li>• Guest lists</li> <li>• Invitations</li> <li>• Order of ceremony</li> <li>• Press cuttings</li> <li>• Memorial service for Sir Charles Clore, 1979</li> </ul>	1976-1979
IALS/1/9	Patterson's file on the visit of HRH the Princess Anne, Chancellor, on 23 Oct 1986 <ul style="list-style-type: none"> <li>• Guest lists</li> <li>• Order of ceremony</li> <li>• Press cuttings</li> <li>• Administrative arrangements</li> </ul>	1986
IALS/1/10	Academic Secretary's papers relating to the academic future of IALS: <ul style="list-style-type: none"> <li>• Research Committee/Academic Staff meetings: minutes, agenda and papers, Jan 1990 - Oct 1994</li> <li>• A Proposal to create a Chair of Legal Education at the Institute, Sept 1992</li> <li>• Press release re expansion of IALS, 1995</li> </ul>	1990-1995
IALS/1/11	Academic Secretary's papers relating to the publications of IALS histories: <ul style="list-style-type: none"> <li>• W A Steiner's draft history of IALS</li> <li>• Mrs Barbara Steiner's reminiscences of early days at IALS</li> </ul>	1995

Reference	Description	Dates
IALS/1/12	Academic Secretary's collection of obituaries, press cuttings and papers on the following persons: <ul style="list-style-type: none"> <li>• Muriel Anderson, 1991</li> <li>• Norman Anderson, 1994</li> <li>• Erwin Griswold, 1995</li> </ul>	1991-1994
IALS/1/13	Academic Assistant's collection of IALS press releases, including expansion plans, a proposal to create a Chair of Legal Education at IALS and notices re the External System Legal Research Fund	1984-1995
IALS/1/14	Funeral notices and obituaries of IALS staff, including Anderson, Dale, Drake and Boxhall	1994-2001
IALS/1/15	Programme for visit of HRH The Princess Royal, Chancellor of the UOL, to the IALS	1997
IALS/1/16	W A Steiner's notes and documents collected while compiling "Libraries and Scientific and Cultural Institutions" (vol 8 of Halsbury's Laws). With note stating that they were given by Steiner to J Winterton in 1981 for permanent retention	1979-1981
IALS/1/17	Paul Norman and Steve Whittle: "Memorandum on word processing in IALS" (passed by J Winterton to the Archives in 2011 for permanent retention)	Mar 1989

## **IALS/2: IALS Directors - correspondence and papers, 1946-1997**

Extent and form: 19 archive boxes of paper records

Administrative history: Directors of the Institute have been as follows:-

1947-1959	Sir David Hughes Parry MA, LL.D
1960-1976	Sir Norman D Anderson OBE, MA, LL.D
1976-1986	Professor A L Diamond LL.M
1986-1988	Sir Jack Jacob QC, LL.D, Dr Juris
1988-1994	Professor T C Daintith MA
1995-2004	Professor B A K Rider LL.B, MA, PhD (Lond), PhD (Cantab), Hon LL.D
2004-2013	Professor Avrom Sherr
2013-2018	Jules Winterton
2018- date	Professor Carl Stychin

The Director's functions are as follows:-

- to/ lay down policy directions for IALS
- to give academic leadership
- to ensure efficient management
- to represent IALS within the University and outside

- to participate on behalf of IALS in the direction and management of the School of Advanced Study

Scope and contents: the papers below consist of miscellaneous files identified to date as being those of the various Directors, and in Sir David Hughes Parry's case also cover his first two years as Chairman of the Committee of Management. Some personal papers of Parry's are also included. Further papers of succeeding directors will be added to the IALS Archives as they are transferred.

System of arrangement: roughly chronological

Access: open

Related material: it should be noted that Directors' correspondence and papers are frequently filed together with the IALS Secretaries' papers (see IALS/3 - IALS/5).

Item list:

### **IALS/2/1: Correspondence and papers of Sir David Hughes Parry (Director 1947-1959) 1946-1962**

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/2/1/1	Official correspondence	1946-1962
IALS/2/1/2	Personal correspondence	1948-1957
IALS/2/1/3	Correspondence and papers relating to the Director's visit to North America in Oct/Nov 1949	1949
IALS/2/1/4	Statement of development policy for 1952-1957	1950
IALS/2/1/5	Statement of development policy for 1957-1962	1955
IALS/2/1/6	Parry's annotated papers and correspondence as a member of the Law Reform Committee	1954-1959
IALS/2/1/7	File on the establishment of the Institute and the system of management. A follow-up file is at IALS/2/2/7	1946-1953
IALS/2/1/8	Parry's correspondence with, and concerning, Lord Macmillan	1947-1954

### **IALS/2/2: Correspondence and papers of Sir Norman D Anderson (Director 1960-1976) 1946-1977**

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/2/2/1	Statement of development policy for 1960 including historical material and papers relating to UGC visit	1948-1960
IALS/2/2/2	Statement of development policy for 1972-1977	1950-1970



<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/2/2/3	"Miscellaneous papers relating to applications for Ford African-Asian junior research fellowships". Includes minutes of the Fellowship Subcommittee, Director's correspondence and applications	1967-1970
IALS/2/2/4	Correspondence and papers relating to appeals for capital finance for the new Institute building (Charles Clore House)	1972-1976
IALS/2/2/5	Correspondence and papers concerning invitations to the opening of Charles Clore House	1976
IALS/2/2/6	File: Committee on Legal Education for Africans	1960
IALS/2/2/7	Anderson's papers on the scheme of management of the Institute. An earlier file is at IALS/2/1/7	1946-1977
IALS/2/2/8	Harvard Summer School 1964: Anderson's correspondence and papers, plus appeal letters, venue etc	1964-1965
IALS/2/2/9	Butterworth's Fellowships: Anderson's correspondence with and re successful applicants with some later papers of Boxhall	1961-1976
IALS/2/2/10 Parts 1-2	Anderson's file on discussion groups of lawyers and economists at IALS	1959-1970
IALS/2/2/11	Anderson's file on IALS's grant applications	1965-1974
IALS/2/2/12	Anderson's file on the Research Fellowship in Middle Eastern Law	1960-1963
IALS/2/2/13	Anderson's file on the appointment of William Steiner as Secretary and Librarian	1968

### **IALS/2/3: Correspondence and papers of Professor A L Diamond (Director 1976-1986), 1977-1986**

#### Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/2/3/1	Professor Diamond's papers as Chairman, British Library working party on provision for law (1981-1982; more detailed papers comprising Muriel Anderson's papers on the working party are at IALS/9/1): agenda, minutes and final report	1981-1982
IALS/2/3/2	Correspondence and submissions	1981
IALS/2/3/3	Correspondence and submissions	1982
IALS/2/3/4	Chairman's notes, interim report and background papers	1981-1982
IALS/2/3/5	Responses to the report and discussion papers on future initiatives	1983-1986
IALS/2/3/6	Diamond's papers on a proposed seminar on overseas student's fees	1981-1983

Reference	Description	Dates
IALS/2/3/7	Diamond's papers and IALS response to the UBG Circular letter 12/85 "Planning for the late 1980s"	1985-1986
IALS/2/3/8	Diamond's papers relating to Library finances	1983-1986
IALS/2/3/9	Diamond's file on the Government Legal Advisers' Course, including: <ul style="list-style-type: none"> <li>• Agenda of Advisory Board 1983-1986</li> <li>• Minutes (some signed) 1982-1986</li> <li>• Director of Studies reports and papers 1983-1986</li> </ul>	1982-1986
IALS/2/3/10	Diamond's papers on the Fundraising working party: agenda and minutes, plus report in folder marked "official record", 1985	1985
IALS/2/3/11	Diamond's summary file on Library administration policy	1978-1986
IALS/2/3/12	Diamond: "Fund raising – gifts, covenants, loans"	1985-1986
IALS/2/3/13	Diamond: "IALS Fund raising working party" – agenda, minutes, correspondence 1985	1985
IALS/2/3/14	Diamond: "American Friends of IALS" 1985	1985
IALS/2/3/15	Diamond's file on Butterworth fellowships	1977-1982
IALS/2/3/16	Diamond: "University of London: Swinnerton-Dyer committee"	1980-1982
IALS/2/3/17	Diamond: response to UOL Finance and General Purposes Committee re financing the IALS	1985

#### **IALS/2/4: Correspondence and papers of Sir Jack Jacob Q.C. (Director 1986-1988) 1985-1987**

##### Item list:

Reference	Description	Dates
IALS/2/4/1	Correspondence and papers concerning the 40 <sup>th</sup> anniversary visit to the Institute of the Chancellor, HRH the Princess Anne on 23 Oct 1986	1986-1987
<u>IALS/2/4/2</u>	<u>Sir Jack Jacob's papers re the Naylor Report</u> <u>[recommending a unified university library]</u>	1987
IALS/2/4/2/1	Jacob's correspondence and papers re the report	1987
IALS/2/4/2/2	IALS response, including Sir Jack's memorandum titled "The Implications of the Naylor Report" and comments on the response	1987
IALS/2/4/3	Correspondence file re Naylor and Megarry reports, inc copies of the reports, correspondence and responses.	1987
IALS/2/4/4	Papers concerning the Megarry Report	c.1986

Reference	Description	Dates
IALS/2/4/5	Correspondence and papers re visit to Belgrade. Includes Jacob's outline lecture notes	1985-1987
IALS/2/4/6	Correspondence and papers re a proposed visit to China	1987
IALS/2/4/7	General correspondence as Director. Includes some personal and confidential data: CLOSED until 2062	1986-1987
IALS/2/4/8	Correspondence with Clore Foundation re funding. Includes some personal and confidential data. CLOSED until 2062	1987
IALS/2/4/9	Copies of and correspondence re articles by Jacob	1987
IALS/2/4/10	Correspondence re conference "Reform of Small Claims", held at IALS	1987
IALS/2/4/11	Correspondence with the British Institute of Comparative Law (BIICL) re Shine-Denning endowment	1986-1987
IALS/2/4/12	Jacob's papers re terms and conditions of appointment of a full-time Director of IALS	1986-1987
IALS/2/4/13	Jacob's papers re the proposed formation of a Sino-British Association for Legal Science at IALS	1986-1987
IALS/2/4/14	Jacob's correspondence re his retirement	1987
IALS/2/4/15	Diamond's and Jacob's file on Discussion groups of lawyers and economists at IALS	1981-1988
IALS/2/4/16	Sir Jack Jacob's general correspondence	1987
IALS/20/1/8	"General Purposes Sub-committee – membership" Director's summary file	1974-1987

### **IALS/2/5: Correspondence and papers of Terence Daintith (Director 1988-1994), 1988-1995**

Extent and format: 10 archive boxes of paper records

Scope and content: includes papers of previous directors.

Arrangement: these records were passed to the archives in 2001 in three tranches of in cartons, unlisted and in no discernable order. An effort has been made to keep subject areas together within a roughly chronological order.

Item list:

Reference	Description	Dates
IALS/2/5/1	<u>Files relating to the International Centre for Public Law.</u>	1988-1995
IALS/2/5/1/1	Public Law Project:	1988-1995
IALS/2/5/1/2	"International Centre for Public Law: Legal Funding and Finance"	1992-1995

Reference	Description	Dates
IALS/2/5/1/3	ICPL file	1993-1995
IALS/2/5/2 Parts 1-2	Daintith's file of minutes and papers of meetings of the Committee of Heads of London Law Schools (HLLS) plus Daintith's correspondence, particularly in relation to the status of the IALS	1988-1994
IALS/2/5/3	Daintith's correspondence as Director with the Lord Chancellor's Dept, mostly relating to the following joint seminars with the LCD at IALS: <ul style="list-style-type: none"> <li>• The role of the state in ADR (alternative dispute resolution) 1991</li> <li>• Can political accountability co-exist with judicial independence? 1990</li> <li>• Judicial administration seminars on measuring the performance of the legal system 1989</li> <li>• Alternative dispute resolution 1992</li> </ul>	1987-1992
IALS/2/5/4	Jacob's and Daintith's papers relating to the UOL's Review of Library Services (Naylor Report)	1987-1988
IALS/2/5/5	Directors' (Diamond, Jacob, Daintith) fund raising letters and correspondence with Universities Funding Council (UFC)	1985-1991
IALS/2/5/6 Pts 1-2	Directors' (Diamond, Jacob, Daintith) correspondence with the British Council. <b>Part 2 contains the CV of an IALS Fellow – CLOSED until 2068</b>	1981-1993
IALS/2/5/7	Daintith's correspondence as a member of the British Council Law Advisory Committee	1989-1991
<u>IALS/2/5/8</u>	<u>Directors' correspondence (Diamond, Jacob, Daintith) with overseas universities, alphabetically arranged:</u>	<u>1969-1991</u>
IALS/2/5/8/1	Africa	1973-1984
IALS/2/5/8/2	Austria	1981-1985
IALS/2/5/8/3	Australia	1978-1981
IALS/2/5/8/4	Belgium	1975-1988
IALS/2/5/8/5	Canada	1977-1986
IALS/2/5/8/6	China	1981-1984
IALS/2/5/8/7	France	1976-1985

Reference	Description	Dates
IALS/2/5/8/8	Germany	1969-1978
IALS/2/5/8/9	Hong Kong	1984-1987
IALS/2/5/8/10	Hungary	1986
IALS/2/5/8/11	Holland	1976-1983
IALS/2/5/8/12	Italy	1976-1987
IALS/2/5/8/13	India	1981-1987
IALS/2/5/8/14	Israel	1975
IALS/2/5/8/15	Japan	1972-1979
IALS/2/5/8/16	Malaysia	1984-1985
IALS/2/5/8/17	Mauritius	1984-1985
IALS/2/5/8/18	New Zealand	1978-1985
IALS/2/5/8/20 Parts 1-3	Scandinavia: 1. Denmark 1976-1987 2. Finland 1979-1982 3. Sweden 1977-1985	1976-1987
IALS/2/5/8/21	South Africa	1981-1985
IALS/2/5/8/22	Switzerland	1981-1984
IALS/2/5/8/23	USA	1979-1991
IALS/2/5/9	“Academic links”: Daintith’s correspondence with other institutions	1988-1989
IALS/2/5/10	Directors’ correspondence with the British Library	1981-1988
IALS/2/5/11	Directors’ correspondence with the British Academy, mostly re fellowships and studentships	1983-1987
<u>IALS/2/5/12</u>	<u>Directors’ files on research fellowships and awards:</u>	<u>1981-1990</u>
IALS/2/5/12/1	Senior Research Fellowships in Company Law (policy and successful applicants). PERSONAL DATA – CLOSED until 2063	1981-1988
IALS/2/5/12/2	Butterworth’s Fellowships (Butterworths provided two fellowships per year from 1983 to overseas law teachers) – correspondence plus applications 1983 and 1984	1981-1984
IALS/2/5/12/3	Butterworth’s Fellowships Australia. Includes c.v.s – CLOSED until 2063	1982-1988

Reference	Description	Dates
IALS/2/5/12/4	Butterworth's Fellowships: correspondence and successful applications. <b>Includes c.v.s – CLOSED until 2065</b>	1988-1990
IALS/2/5/12/5	Directors' file on Butterworth's fellowships , including reports by some Fellows.	1983-1991
IALS/2/5/12/6 Parts 1-2	Directors' files on Nuffield Foundation fellowships	1989-1995
<b>IALS/2/5/12/7</b>	<b>Senior Research Fellowship in Company and Commercial Law, IALS; Janet Dine and Judith Freedman – funding, correspondence and draft articles. Includes c.v.s – CLOSED until 2065</b>	<b>1988-1989</b>
<b>IALS/2/5/12/8</b>	<b>Daintith's file on Senior and Associate Research Fellowships – funding, correspondence and draft articles. Includes c.v.s – CLOSED until 2081</b>	<b>1988-1996</b>
IALS/5/2/12/9	Daintith: general file on IALS past visitors and fellows	1990-1994
IALS/2/5/12/10	Directors' file on Howard Drake Memorial Fund awards (includes complete list of awards)	1980-1989
<b>IALS/2/5/12/11</b>	<b>Daintith's file on Inns of Court Fellowships. Includes c.v.s – CLOSED until 2080</b>	<b>1991-1995</b>
<b>IALS/2/5/12/12</b>	<b>Daintith's file on visiting fellowships. Includes c.v.s – CLOSED until 2080</b>	<b>1990-1995</b>
IALS/2/5/13 Parts 1-4	Daintith: correspondence re an international workshop on European citizenship held jointly by IALS, BIICL and the Federal Trust for Education and Research 1989, including attendees, programme and draft papers given	1988-1991
IALS/2/5/14 Parts 1-7	Daintith: project files as Director on proposals for EC Law research at IALS/(topics outside ESRC proposal): <ol style="list-style-type: none"> <li>1. Commodity investment 1988-1989</li> <li>2. Companies 1988-1989</li> <li>3. Energy 1988</li> <li>4. Financial services 1990</li> <li>5. Policing 1988</li> <li>6. Securities regulation 1988</li> <li>7. Social security 1988</li> </ol>	1988-1990
IALS/2/5/15	Directors' file: correspondence re seminars and conferences at IALS/	1985-1989
IALS/2/5/16	Daintith: "Legal information" – correspondence and papers on legal skills topics	1989-1990

Reference	Description	Dates
IALS/2/5/17	Daintith: "Research general"	1988-1990
IALS/2/5/18	Daintith: "IALS/research programme – dissemination of legal information"	1988-1989
IALS/2/5/19 Parts 1-2	Directors' files on external sources of funding for the IALS	1985-1994
IALS/2/5/20	Daintith's file on Library funding	1988-1995
IALS/2/5/20	Daintith: "IALS Accommodation"	1988-1989
IALS/2/5/21	Daintith: correspondence with the University of London Vice Chancellor	1982-1994
IALS/2/5/22	Daintith's file on collaboration with the law Society	1989-1994
IALS/2/5/23	Daintith's file on lunchtime seminars and conferences	1989-1994
IALS/2/5/24	Daintith's file on Leverhulme Trust grant for research project on records of legal education	1994
IALS/2/5/25 Parts 1-2	Hamlyn Trust: Daintith's correspondence as a Trustee. Contains explicit material – CLOSED until 2074	1988-1999
IALS/2/5/26	Directors' file on the Committee of Management	1982-1989
IALS/2/5/27	Director's file on Expenditure accounts funding	1989-1995
IALS/2/5/28	Daintith's general file on committees	1988-1989
IALS/2/5/29	Daintith's file on membership of the Board of the Institute. Contains personal data – CLOSED until 2072	1990-1994
IALS/2/5/30	Daintith's file on commercial sponsorship of legal education	1990-1991

## **IALS/2/6: Correspondence and papers of Professor B A K (Barry) Rider (Director 1995-2004), 1994-1997**

Extent and format:

Scope and content: Director's file titles are in inverted commas.

Arrangement: these records were passed to the archives between 2001-2005 in three tranches of cartons, unlisted and in no discernable order. Some files had reference numbers; others did not. The numbers appear to have followed a roughly alphabetical sequence; therefore the whole series when catalogued will be arranged in alphabetical order.

Item list: tbc

## **IALS/2/7: Correspondence and papers of Professor Avrom Sherr (Director 2004-2013)**

Tbc. Most of his papers appear under Jules Winterton's papers at IALS/2/8.

## **IALS/2/8: Correspondence and papers of Jules Winterton (Director 2013-2018), 1991-2016**

Extent and format: 3 archive boxes of paper records.

Archival history and arrangement: the items at IALS/2/8/1 were transferred to the Archives in 3 tranches. No file lists were provided and there is no doubt some duplication. The records have therefore been filed in rough date order:

- Items 1-7 were deposited in the Archives by Jules Winterton in 2009 and 2018.
- Items 8-10 were removed from their context and collated by Jules Winterton to be lent to the architects; they were returned in 2017. They included some plans, which are at IALS/11.
- Items 11-15 were deposited later in 2018 by Jules Winterton.

Related material: outsize plans included with records at IALS/2/8/1 have been removed to IALS/11 and listed chronologically.

### Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
<u>IALS/2/8/1</u>	<u>Jules Winterton's papers relating to the proposed extension and refurbishment of Charles Clore House.</u>	<u>1991-2016</u>
IALS/2/8/1/1	Library space planning: space and accommodation requirements, including: <ul style="list-style-type: none"><li>• shelving feasibility study (Shepherd Epstein Hunter)</li><li>• suggestions for remodelling the Library (1991-1996)</li></ul>	1991-2009
IALS/2/8/1/2	Application for funding: Joint Infrastructure Fund (JIF) – unsuccessful	1998-2000
IALS/2/8/1/3	IALS extension: documents incl: <ul style="list-style-type: none"><li>• Draft architect's brief</li><li>• Design team meetings</li><li>• Correspondence</li></ul>	1998-2000
IALS/2/8/1/4	Graeme Gardiner: IALS Library and Archive Collections: Conservation survey and preservation plan	Nov 1999
IALS/2/8/1/5	Northcroft Construction Consultants: Feasibility cost plan Library extension and refurbishment	1 Apr 2000
IALS/2/8/1/6	Shepherd Epstein Hunter: feasibility study – environmental design	Apr 2000
<b>IALS/2/8/1/7</b>	<b>Minor early works: lighting and ventilation. CLOSED until 2028</b>	<b>2001-2007</b>



Reference	Description	Dates
IALS/2/8/1/8	File originally marked "Building project AS0527" (plans moved to IALS/11/21), comprising <ul style="list-style-type: none"> <li>• Corr re English Heritage</li> <li>• Documentation to support planning application and listed building consent to enclose undercroft stairways 20-26 Bedford Way and 17 Russell Square</li> <li>• Project team meetings</li> <li>• Feasibility Study, IALS extension</li> <li>• Preliminary images options IALS exterior</li> </ul> <p>CLOSED until 2026</p>	2003-2005
IALS/2/8/1/9 Parts 1-2	File originally marked "Building project 2 AS0528", comprising: <ul style="list-style-type: none"> <li>• UOL: Specification of works for IALS 17 Russell Square DDA Compliance works</li> <li>• Corr and notes re planned extension</li> <li>• Academic and business plan</li> <li>• Copies of letters to VC</li> <li>• Copy of letter to adjudicator</li> <li>• Listed building granted</li> <li>• Scientific rationale for application form</li> <li>• Summary of options</li> <li>• Environmental design Shepheard Epstein Hunter</li> <li>• Sustainable energy assessment Stilwell Partnership LLP</li> <li>• Turley Associates reports &amp; corr</li> <li>• Shepheard Epstein Hunter Feasibility study draft planning report</li> </ul> <p>CLOSED until 2029</p>	2004-2008
IALS/2/8/1/10	File originally marked "Building project 3 & refurbishment" <ul style="list-style-type: none"> <li>• JW refurbishment trail</li> <li>• Shepheard Epstein Hunter Feasibility study new building layout</li> <li>• Shepheard Epstein Hunter Feasibility study draft enclosing entrance corner and undercroft stairways (2 copies)</li> <li>• Planning application form</li> </ul> <p>CLOSED until 2033</p>	2009-2012
IALS/2/8/1/11	Russell Square extension: miscellaneous papers. CLOSED until 2027	2000-2006
IALS/2/8/1/12	Applications for planning permission for minor Library alterations CLOSED until 2033	2005-2012

Reference	Description	Dates
IALS/2/8/1/13	Refurbishment general ground floor: correspondence, feasibility studies CLOSED until 2032	2011
IALS/2/8/1/14	Refurbishment Levels 1 and 2: correspondence. Plans moved to IALS/11 CLOSED until 2034	2012-2013
IALS/2/8/1/15	Refurbishment proposals . Plans moved to IALS/11 CLOSED until 2037	2016

### IALS/3: Correspondence and Papers of IALS Secretary/Librarian 1946-1986

Extent and format: 7 archive boxes of paper records.

Administrative history: the IALS Secretary and Librarian undertook the administration of the Institute under the direction of the Committee of Management and was also responsible for building up the library. The position was held by K Howard Drake from 1947 until his death in 1967. He was succeeded by W A F P Steiner. In 1971 the functions were separated, with Steiner continuing as IALS Librarian while administrative duties passed to a new Secretary, J A Boxhall. Terms of office are as follows:

- Mr K. Howard Drake, Secretary 1947-1967
- Mr Willi Steiner, Secretary 1968-1971
- Mr John Boxhall, Secretary 1971-1986

Arrangement: although the functions of Librarian and Secretary were separated in 1971 and some discrete filing systems set up (see below), a large number of files remained in combined secretary/librarian filing systems into the later 1980s. These files also appear to have been re-arranged at various times into different systems (see IALS/3-10). Some formal separation of filing systems began in the 1990s under a new Administrative Secretary, David Phillips, for whose papers see IALS/28/1.

Scope and content: the papers listed below comprise a selection of the general and administrative files of Drake, Steiner and Boxhall. Files 1-9 comprise what was left following a weeding exercise in 1974 by J A Boxhall; they were placed in four box files entitled "Current files – earlier correspondence: weeded JB 1974". The arrangement in the box files was alphabetical and this arrangement has been continued in this section of the series. Some further files with similar markings, which were clearly correspondence and papers of K Howard Drake as Librarian, were found loose in a variety of locations and were added to the series as they were discovered. Original file titles are listed in inverted commas. Later files have been added, as they were identified, chronologically; these later records comprise files created prior to the separation of administrative functions in 1971.

Access: open

Related material: it should be noted that Directors' correspondence and papers (see IALS/2) are frequently filed together with the Secretaries' papers.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/3/1	"British Museum"; correspondence of Drake and Steiner	1947-1972
IALS/3/2	"General correspondence"; file relating to Library acquisitions and binding	1956-1967
IALS/3/3	"General correspondence"; file on cataloguing and indexing procedures	1965-1967
IALS/3/4	International Association of Law Libraries: course in law librarianship, Luxembourg, 1966"; Drake's file as President of the IALL	1965-1966
IALS/3/5	International Association of Law Libraries: Uppsala, 1966"; Drake's file as President of the IALL	1965-1966
IALS/3/6	"Miss E M Moys"; correspondence between K Howard Drake and Elizabeth Moys, Acting Librarian, University of Lagos and later of Glasgow University Library	1962-1968
IALS/3/7	"Nuffield Foundation"; correspondence and papers relating to grants to the IALS Library	1946-1970
IALS/3/8	"Standing Conference of Librarians of the Libraries of the University of London"; correspondence	1954-1969
IALS/3/9	"University Grants Commission: annual returns"	1948-1965
IALS/3/10	"Library Policy"; draft policy statements, background papers, Library Committee minutes	1947-1984
IALS/3/11	Correspondence with the Library, Osgoode Hall Law School, Canada	1949-1961
IALS/3/12	File on the appointment of K Howard Drake as Secretary/Librarian	1947-1967
IALS/3/13	File on K Howard Drake's overseas visits, including his reports	1950-1966
IALS/3/14	K Howard Drake's personal correspondence	1947-1967
IALS/3/15	K Howard Drake obituary and press cuttings memorializing his death	1967
IALS/3/16	K Howard Drake Memorial Fund - correspondence and papers. Photographs removed to IALS/12/5-6	1968-1975
IALS/3/17	UKNCCL: K Howard Drake's correspondence with	1961-1964
IALS/3/18	BIICL: Drake's correspondence with	1959-1965
IALS/3/19	Drake's correspondence re proposed survey of legal education, primarily with Nuffield Foundation & SPTL	1963-1964
IALS/3/20	Drake, Steiner and Boxhall's correspondence with the International Law Association	1948-1979
IALS/3/21 Parts 1-2	Drake and Steiner's correspondence with the World Peace through Law Centre	1965-1969

Reference	Description	Dates
IALS/3/22	"Finance – Inland revenue" Drake and Boxhall's correspondence re liability of fellowships to income tax	1960-1973
IALS/3/23	"Regulations": Secretary's file summarizing Institute Regulations	1969-1984
IALS/3/24	"IALS descriptive articles and entries": Secretary's summary file	1976-1983
IALS/3/25	"Staff – conditions of service": Secretary's file re retirement and maternity leave	1971-1984
IALS/3/26	"New building – computers": Secretary's file re supply and use	1969-1975
IALS/3/27	Drake's correspondence with Lord Denning	1952-1965
IALS/3/28	"Admission – fees" : summary file	1967-1986
IALS/3/29	"Admission – miscellaneous"	1972-1978
IALS/3/30	"Staff meetings IALS" (minutes)	1971-1973
IALS/3/31	"Committee of Management – membership": Secretary's file,	1954-1979
IALS/3/32	"Committee of Management – membership" summary file	1979-1984
IALS/3/33	"Committee of Management – election of chairman" summary file	1973-1986
IALS/3/34	Boxhall: "Appointment of new Director 1984". Personal data – CLOSED until 2059	1984
IALS/3/35	"Library Association 1948-70": Secretaries' file of correspondence, questionnaire replies etc	1949-1969
IALS/3/36	"University of London – Murray report" (Committee of enquiry into the Governance of the University) – secretary's comments	1972-1976
IALS/3/37	Steiner/Boxhall: "Bibliographical Guide to UK Law 2nd Edition"	1967-1972
	<u>Ford legal workshops: Boxhall's papers</u>	<u>1964-1979</u>
IALS/3/38	Ford legal workshops 1965-1966: <b>Family Law</b> - correspondence and papers	1964-1966
IALS/3/39	Ford legal workshop 1967: <b>Labour Law</b> - correspondence, papers	1967
IALS/3/40	Ford legal workshop 1968: <b>Tax</b> -correspondence, papers	1966-1968
IALS/3/41	Ford legal workshop 1969: <b>Company Law</b> - correspondence, papers	1969
IALS/3/42	Ford legal workshop 1970 : <b>Civil Procedure and Evidence</b> - correspondence, papers	1970
IALS/3/43	Ford legal workshop 1971: <b>The Law of Tort and Non-Physical Loss</b> - correspondence, papers	1971
IALS/3/44	Ford legal workshop 1972: <b>Comparative Law</b> - correspondence, papers	1972

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/3/45	Ford legal workshop 1973: <b>Law and the Social Sciences</b> - correspondence, papers	1973
IALS/3/46	Ford legal workshop 1974: <b>Criminal Procedure -Patterns for the Future</b> - correspondence, papers	1974
IALS/3/46	Ford legal workshop 1975: <b>European Law and the Individual</b> - correspondence, papers	1975
IALS/3/48	Ford legal workshop 1976: <b>Harmonisation - private international law by the EEC</b> correspondence, papers	1976
IALS/3/49	Ford legal workshop 1978: <b>Property Law</b> - correspondence, papers	1978
IALS/3/50	Ford legal workshop 1979: <b>Constitutional Law</b> - correspondence, papers	1979
	<u>Boxhall's papers relating to the Ford Grant:</u>	
IALS/3/51	Ford grant: American professors 1966	1966
IALS/3/52	Ford grant: American professors 1967	1965-1969
IALS/3/53	Ford grant: American professors 1968	1966-1969
IALS/3/54	Ford grant: American professors 1969	1966-1969
IALS/3/55	Ford grant: American professors 1970	1970-1971
IALS/3/56	Ford grant: American professors 1971	1969-1971
IALS/3/57	Ford grant: American professors 1972	1971-1973
IALS/3/58	Ford grant: American professors 1973	1971-1973
IALS/3/59	Ford grant: American professors 1974	1973-1975
IALS/3/60	Ford grant: American professors 1975	1974-1975
IALS/3/61	Ford grant: American professors 1976	1974-1976
IALS/3/62	"Ford grant: finance and general" (Drake, Boxhall) Parts 1-2	1964-1973
IALS/3/63	Boxhall's Ford/W G Hart Legal Workshop summary file	1973-1978
IALS/3/64	"Butterworth's Fellowships applications" [and general]	1977-1983
<b>IALS/3/65</b>	<b>"Butterworth's Fellows (Third World); individual files" . Includes c.v.s CLOSED until 2062</b>	<b>1982-1987</b>
IALS/3/66	Drakes' file on Lord Evershed	1950-1966
IALS/3/67	"Library of Congress: general file" (Drake)	1947-1962
IALS/3/68	Secretary's file on conference "Trends in Investor Protection"	1972-1973

Reference	Description	Dates
IALS/3/69	Secretary's file re early Law Books	1964-1967
IALS/3/70	Library – collection development summary papers	1961-1985
IALS/3/71 Parts 1-2	Drake's correspondence with the Canadian Law Library	1949-1951
IALS/3/72	Boxhall's file on arrangements for the International conference: "Company Insiders and the Public"	1975

#### **IALS/4: Secretary/Librarian's Building and Maintenance Files, 1947-1975**

Extent and format: 2 archive boxes of paper records

Administrative history: the IALS premises at 25 Russell Square were opened on 11<sup>th</sup> June 1948. The Institute later expanded into No. 26 Russell Square, and in 1956 took over additional premises at 1 Woburn Square. A new filing system (see IALS/5) was instituted for building, works and maintenance files covering the new building at Charles Clore House, 17 Russell Square, from December 1975.

Scope and content: originally contained in box files marked "Russell Square general repairs, maintenance, building alterations" and "Woburn Square: installation, tenancy", the files listed below contain the correspondence and papers of K Howard Drake and to a lesser extent of his successors, Steiner and Boxhall. Correspondence is mostly with the University of London concerning the adaptation, refurbishment and repair of the IALS buildings. Original file titles are given in inverted commas. Considerable weeding has been undertaken of some files to remove ephemera and duplicates; where this has occurred files have sometimes been amalgamated.

System of arrangement: as per original box file.

Access: open

Item list:

Reference	Description	Dates
IALS/4/1	25 Russell Square: re-organisation, electrical, equipment (files amalgamated). Includes plans	1947-1958
IALS/4/2	25 Russell Square: Institute extension, adaptation (files amalgamated)	1947-1958
IALS/4/3	"25 Russell Square: furniture"	1947-1954
IALS/4/4	"Finance – 26 Russell Square: capital grant"	1947-1953
IALS/4/5	"26 Russell Square: upper part, file no. 1 University capital grants"	1948-1950
IALS/4/6	"Capital grant – allocation"	1951-1954
IALS/4/7	"25/26 Russell Square: general repairs, building alterations etc". Includes plans. Photographs removed to IALS/12/7	1948-1955

Reference	Description	Dates
IALS/4/8	"Premises: extension 25/26 Russell Square"	1957-1965
IALS/4/9	"Premises – 28 Russell Square: general". Includes plans	1965-1967
IALS/4/10	"Premises – 28 Russell Square: plans and specifications"	1963-1972
IALS/4/11	"Premises – 28 Russell Square: shelving"	1964
IALS/4/12	"Premises – 28 Russell Square: electricity"	1964
IALS/4/13	"Premises- insurance" (continuation file at IALS/5/18)	1963-1964
IALS/4/14	"Premises- fire regulations"	1970-1975
IALS/4/15	"1 Woburn Square: installation, tenancy etc" (files amalgamated). Includes plans	1971-1973, 1956-1968
IALS/4/16	"Premises – security"	1962-1994

### **IALS/5: IALS Secretary's New Building Files, 1959-1982**

Extent and format: 1 archive box of paper records

Administrative history: the Institute moved into a new building at Charles Clore House, 17 Russell Square in December 1975; the building was officially opened on 1 April 1976.

Scope and content: this series is in part a continuation of IALS/4 in that it comprises building, works and maintenance files of Drake, Steiner and Boxhall. The bulk of the files comprise Boxhall's papers as IALS Secretary, following the division of the dual function of the Secretary as librarian and administrator in 1971 into two components.

System of arrangement: chronological; original file titles are given in inverted commas.

Access: open

Archival history: this new file series appears to have been instituted c.1966 to cover papers relating to the new building.

Item list:

Reference	Description	Dates
IALS/5/1	File of press cuttings concerning proposed creation of a University of London precinct	1959
IALS/5/2	"New building: premises"	1959
IALS/5/3	"New building: general notes"	1961-1964
IALS/5/4	"New building: services"	1963-1972
IALS/5/5	"New building: miscellaneous papers; development policy"	1965-1976
IALS/5/6	"New building: television"	1968-1977
IALS/5/7	"New building: furniture and fittings lists"	1968-1972

IALS/5/8	"New building: furniture grants - notes"	1970-1971
IALS/5/9	"New building: shelving"	1970-1979
IALS/5/10	"New building: telephones". Includes plans	1972-1976
IALS/5/11	"New building: electrical services – kitchen"	1972-1976
IALS/5/12	"New building: maintenance"	1972-1974
IALS/5/13	"New building: opening ceremony"	1973-1977
IALS/5/14	"New building: Howard Drake Room"	1973-1976
IALS/5/15	"New building: the Council Room"	1974
IALS/5/16	"New building: move"	1974
IALS/5/17	"New building: Sir Douglas Logan's room"	1974-1976
IALS/5/18	"[New building] premises: insurance" (earlier file at IALS/4/13)	1975-1982
IALS/5/19	"New building – BIICL"	1962-1976
IALS/5/20 Pts 1-2	"Premises: new building – general correspondence"	1961-1983

## **IALS/6: IALS Secretary - Estimates Files, 1949-1985**

Extent and format: 1 archive box of paper records

Scope and content: these estimates were compiled by the Secretary (primarily J A Boxhall).

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/6/1	First and revised estimates	1949-1952; 1965-1967; 1967-1968; 1968-1969; 1979-1987
IALS/6/2	Estimates, with related correspondence and papers	1979-1980
IALS/6/3	Estimates, with related correspondence and papers	1978-1980
IALS/6/4	Estimates, with related correspondence and papers	1981-1983
IALS/6/5	Estimates, with related correspondence and papers	1983-1985
IALS/6/6	Estimates, with related correspondence and papers	1986-1987
IALS/6/7	Estimates, with related correspondence and papers	1987-1988



## **IALS/7: IALS Secretary - Accounting Records, 1947-1950**

Extent and format: 4 volumes (1 archive box)

Scope and content: this series comprises account books between 1947-1950.

Access: open

Archival history: the volumes were located and selected as examples of IALS' accounting procedures during the 1997 survey to find items of historical interest.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/7/1	IALS accounts book	Oct 1947 – Jan 1949
IALS/7/2	IALS: Library accounts book	Feb 1949 – Jan 1950
IALS/7/3	IALS: monthly accounts other than Library	Feb 1949 – Jan 1950
IALS/7/4	IALS: petty cash accounts and credits	Feb 1949 – Jan 1950

## **IALS/8: IALS Secretary's Policy and General Files, 1946-1995**

Extent and format: 4 archive boxes of paper records

Scope and content: the files listed below comprise primarily the files of J A Boxhall, Secretary from 1971-1986, when he retired due to ill-health. He was replaced temporarily by H F Patterson. In 1987 a new Administrative Secretary, D E Phillips, was appointed (see IALS/28/1-2); some of the files below cover his time as secretary.

System of arrangement: the original order of many of the files is unknown as most file covers had been removed and the files rearranged prior to transfer to the Archives. All, however, were classified as "Policy and General".

Access: open

Related material: records of IALS boards and committees referred to in this series will also be found at IALS/23.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/8/1	<u>Secretaries' papers relating to IALS/Committees:</u>	1946-1988
IALS/8/11	Secretaries' file on establishment, terms of reference and membership of Committee of Management (the committee carried out the administration of the Institute and had two sub-committees, the General Purposes sub-committee and the Library sub-committee)	1946-1988
IALS/8/1/2	J A Boxhall: annotated copies of papers of Committee of Management): agenda, minutes and papers (includes minutes of the two sub-committees)	June 1971- June 1973

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/8/1/3	Committee of Management: agenda, minutes and papers (includes minutes of the two sub-committees)	Nov 1973 - June 1975
IALS/8/1/4	Committee of Management: agenda, minutes and papers (includes minutes of the two sub-committees)	Nov 1975 – Feb 1977
IALS/8/1/5	Committee of Management: agenda, minutes and papers (includes minutes of the two sub-committees)	Nov 1977 - May 1979
IALS/8/1/6	Committee of Management: agenda, minutes and papers (includes minutes of the two sub-committees)	1984-1986
IALS/8/1/7	Committee of Management: agenda, minutes and papers of the Services Sub-committee	1984-1986
IALS/8/1/8	Furnishings Sub-Committee; Secretary's file	1972-1974
IALS/8/2	J A Boxhall: correspondence and papers relating to meetings of Institute secretaries	1977-1982
IALS/8/3	<u>J A Boxhall: correspondence and papers concerning Court and Senate grants</u>	1965-1987
IALS/8/3/1	Correspondence and papers concerning Court and Senate grants	1965-1982
IALS/8/3/2	Correspondence and papers concerning Court and Senate grants	1983-1987
IALS/8/4	J B Boxhall: file relating to the BIICL (British Institute of International and Comparative Law) lease	1977-1978
IALS/8/5	J B Boxhall: file relating to meetings of the Government Legal Advisers Course Advisory Board: annotated agenda, minutes and papers	1982-1986
IALS/8/6	J B Boxhall: policy file relating to an IALS Fund raising working party	1985-1986
IALS/8/7	J B Boxhall: file relating to Ford and Hart Legal Workshops. Includes programmes and lists of participants	1976-1985
IALS/8/8	"Collegiate Council" : IALS' suggestions for reform of the LLM programme	1982-1991
IALS/8/9	"LLM options". Boxhall's file as member of LLM sub-committee	1978-1984
IALS/8/10	"Photocopying: copyright": IALS summary file	1977-1984
IALS/8/11	"Institute prospectus" development	1988-1991
IALS/8/12	"Megarry report follow-up"	1986
IALS/8/13	"Library finances"	1985-1986

Reference	Description	Dates
IALS/8/14	"Library policy"	1985-1986
IALS/8/8	"Collegiate Council" : IALS' suggestions for reform of the LLM programme	1982-1991
IALS/8/11	"Institute prospectus" development	1988-1991
IALS/8/15	"Howard Drake Memorial Fund awards"	1979-1995
IALS/8/16	"Policy: Butterworths fellowships – Third World"	1981-1993
IALS/8/17	"Government Legal Advisers Course: policy"	1979-1987
IALS/8/18	"Master copy Government Legal Advisers Course – Director's report 1986"	1986
IALS/8/19	"Policy and general – filing system and Institute archives"	1972-1986
IALS/8/20	" Policy and general – Senior Fellowship in Company and Commercial Law"	1984-1987
IALS/8/21	"Policy and general: Data Protection Act"	1984-1993
IALS/8/22	"Howard Drake memorial Fund – policy and general"	1968-1994

## IALS/9: IALS Secretary/Librarian's subject files, c.1948-1994

Extent and format: 9 archive boxes of paper files

Scope, content and arrangement: this series comprises hanging files removed from cupboards in a storeroom in 2002 and retained in their original order. Original file titles are given in inverted commas. Files appear to have been grouped into various subject areas.

Note: several files were missing from the hanging containers, so this list is incomplete. Some files may have been sent to the basement in 1999 and 2000 as being of archival value. What remains was primarily of a routine nature and most files were destroyed in 2001 (with some clear exceptions e.g. when policy records have been misfiled; some files were also clearly not under their correct subject heading).

Subject headings of the surviving files are underlined and original file titles given in inverted commas.

Access: open other than items containing personal data. **Closed items are designated in red.**

Item list:

Reference	Description	Dates
<u>IALS/9/1</u>	<u>Admissions</u>	
IALS/9/1/1	"Admissions – regulations": summary file re admission of readers	1946-1985
<u>IALS/9/2</u>	<u>"Addresses – general"</u> file headings [alphabetical]	

Reference	Description	Dates
IALS/9/2/1	"American Bar Association"— correspondence re acquisition of periodicals, books etc	1950-1975
IALS/9/2/2	"American Society of International Law": correspondence re acquisition of periodicals, books etc	1962-1969
IALS/9/2/3	"Association of American Law Schools" correspondence re acquisition of periodicals, books etc	1948-1985
IALS/9/2/4	"Rt Hon Sir Norman Birkett": papers as Chairman of Committee of Management and relating to bequests	1959-1962
IALS/9/2/5	"Committee of Enquiry into the governance of the University of London": includes IALS response	1970-1972
IALS/9/2/6	"Committee On Library resources": mostly Steiner's papers as a member, but includes IALS responses	1969-1971
IALS/9/2/7	"Conferences misc": IALS involved	1976-1980
IALS/9/2/8	"Dunham, Prof William H" [Fulbright scholar attached to IALS]	1952-1963
IALS/9/2/9	"European Coal and Steel Community - London": circulars, information material, exchanges	1953-1974
IALS/9/2/10	"Ford Foundation: misc correspondence"	1955-1974
IALS/9/2/11	"Prof A L Goodhart KC": papers as a member of the Committee of Management	1949-1972
IALS/9/2/12	"Gray's Inn": exchanges file	1948-1974
IALS/9/2/13	"Hague Academy Index": Drakes' comments on	1964-1968
IALS/9/2/14	"Hayter sub-committee": mostly re joint IALS/SOAS travel awards. Includes personal data re applications – CLOSED until 2063	1960-1988
IALS/9/2/15	"Prof H A Holland": papers as a member of the Committee of Management	1948-1974
IALS/9/2/16	"House of Commons": mostly re book exchanges with Library	1948-1966
IALS/9/2/17	"House of Lords": mostly re book exchanges with Library	1948-1966
IALS/9/2/18	"Indian Law Institute"; mostly re book exchanges; some papers re Drake's role in helping set up	1960-1972
IALS/9/2/19	"Institute of Advanced Legal Studies Nigeria": mostly re book exchanges but some notes on IALS's role in setting up	1974-1979

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/9/2/20	"International Institute for the Unification of Private Law": mostly re book exchanges but also relating to visits and conferences attended by IALS	1948-1972
IALS/9/2/21	"Inter-University Council for Higher Education Overseas" 1949-1972: routine exchanges; some policy material re selection of Fellows	1953-1971
IALS/9/2/22	"Johnson, Prof D H N": [LSE Librarian] - correspondence	1962-1972
IALS/9/2/23	Institute of Judicial Studies: correspondence	1958-1972
IALS/9/2/24	"Prof O Kahn-Freund", mostly re his work on the Library Sub-committee	1948-1979
IALS/9/2/25	"Dr A K R Kiralfy", mostly re his work on the Library Sub-committee	1948-1958
IALS/9/2/26	"Latin American studies: Library grant (Parry Committee)"	1962-1978
IALS/9/2/27	"Library Commission"	1965-1978
IALS/9/2/28	"Law Library Journal": articles submitted by IALS staff	1955-1968
IALS/9/2/19	[No file] Masarak Scholarship: successful – Dr Bohacek	1991
IALS/9/2/30	"Mr Justice Megarry": mostly re attendance at meetings	1948-1987
IALS/9/2/31	"Middle Temple": exchanges file	1951-1970
IALS/9/2/32	"National Library Committee": Muriel Anderson's evidence	1968
IALS/9/2/33	"The New Law Journal": exchanges file	1953-1967
IALS/9/2/34	"Nuffield Foundation: European grant"	1962-1971
IALS/9/2/35	"Nuffield Foundation" : general	1971-1973
IALS/9/2/36	"A D M Oulton esq" [Secretary to Lord Chancellor]: advice re format of IALS committee papers	1983-1984
IALS/9/2/37	"Library of the Palace of Peace": information material; exchanges file	1966-1970
IALS/9/2/38	"Parry, Prof David Hughes" [mostly re his bequests]	1962-1976
IALS/9/2/39	"Scandinavian Commission" [visit to discuss law teaching]	1967-1968
IALS/9/2/40	"Scarman, Rt Hon Lord": correspondence	1966-1975
IALS/9/2/41	"Schwarzenberger, Prof G": material re offering books	1962-1974
IALS/9/2/42	"Smith, Prof T B": mostly re attendance at meetings, some exchanges	1952-1970
IALS/9/2/43	"SCONUL": papers re Library trainees at IALS	1970-1976
IALS/9/2/44	"UNESCO bibliographical guide" 1968: IALS' comments	1968

Reference	Description	Dates
IALS/9/2/45	"U****, E C": file re problem student [kept as a sample file] Personal data – CLOSED until 2067	1972-1982
IALS/9/2/46	"University superannuation scheme: Sir Douglas Logan"	1976-1985
IALS/9/2/47	"Wedderburn, K W" : correspondence	1963-1972
IALS/9/2/28	"Welch - EEC non-banking finance". File re research project	1982-1984
IALS/9/2/49	"Whitford report on copyright and designs law" 1977; IALS comments	RP
IALS/9/2/51	"Prof G S A Wheatcroft": correspondence	1957-1980
IALS/9/2/51	"Williams, Prof Glanville L": correspondence	1963-1981
<u>IALS/9/3</u>	<u>Equipment</u>	
IALS/9/3/1	"Micro-processing/word processors": file on choice of computer equipment for IALS	1979-1982
<u>IALS/9/4</u>	<u>"Miscellaneous" (A-Z)</u>	
IALS/9/4/1	"Activities: British Academy Grant – Muriel Anderson"	1986-1989
IALS/9/4/2	"Activities: International law course"	1982-1988
IALS/9/4/3	"Advanced workshop for secretaries of committees 1981, 1982, 1983" [run by IALS]	1981-1983
IALS/9/4/4	"African Asian junior research fellowships: applications" [successful only]. Contains personal data – CLOSED until 2041	1965-1966
IALS/9/4/5	Correspondence with the British Council re overseas students at IALS	1977-1992
IALS/9/4/6	"Course on committee servicing 1979, 1980, 1981, 1982, 1984, 1985" [run by IALS]	1978-1986
IALS/9/4/7	"Franco-British round table"	1986-1987
IALS/9/4/8	"Government legal advisers course 1988: administrative details"	1988
IALS/9/4/9	"Inaugural lecture Nov 1988" [by Prof Daintith]	1988
IALS/9/4/10	"Management Forum: joint conference"	1985-1986
IALS/9/4/11	"Nigerian legislative drafting course"	1989-1992
IALS/9/4/12	"Nuffield Foundation: Dr T Hadden" [also R Tuscher-Anakapu],	1980 & 1989
IALS/9/4/13	"Research: Ford grant – books/investments"	1965
IALS/9/4/14	"Research: Ford grant – finance and general"	1974-1978

Reference	Description	Dates
IALS/9/4/15	"Research: Ford grant – workshops general" [mostly re 1977 workshop]	1961-1977
IALS/9/4/16	"Research: Ison project" [grant to Prof T G Ison, IALS, to investigate credit marketing and consumer protection]	1967-1971
IALS/9/4/17	"Research study groups" [lists of attendees, lists of groups, some comments on subject matter]	1970-1973
IALS/9/4/18	"Research study groups"	1974-1976
IALS/9/4/19	"Research study groups"	1977-1978
IALS/9/4/20	"Research study groups"	1979-1986
IALS/9/4/21	"Rockefeller Fellowship – Prof G O Sayles"	1960-1969
IALS/9/4/22	"Rockefeller Fellowship – British Council"	1960-1970
IALS/9/4/23	"Rockefeller Foundation – finance"	1961-1970
IALS/9/4/24	"Rockefeller Foundation" [policy file]	1970-1971
IALS/9/4/25	"Rockefeller Foundation – reports by Fellows"	1961-1969
IALS/9/4/26	"Seminar on overseas students – definitions and fees"	1987
IALS/9/4/27	"Senior research fellowship in company and commercial law – Law Society Trustees: policy and general"	1978-1983
IALS/9/4/28	"Senior research fellowship in company and commercial law – applications" [successful only]. Contains personal data - CLOSED until 2061	1986
IALS/9/4/29	"Senior research fellowship in company and commercial law – Advisory Committee"	1978-1979
IALS/9/4/30	"Shell junior research fellowship"	1963-1969
IALS/9/4/31	"Visiting Fellows"	1976-1980
<u>IALS/9/5</u>	<u>Premises</u>	
IALS/9/5/1	"Institute Safety Committee correspondence and minutes"	1978-1979
<u>IALS/9/6</u>	<u>Publications</u>	
IALS/9/6/1	"Promotion of Bibliographical Guide to the Law of the UK, 2nd ed" 1973: publicity, reviews	1972-1974
IALS/9/6/2	"The Control of corporate groups" : publicity, reviews	1983-1987
IALS/9/6/3	"GLRC and LRT" [Legal Research Topics]: publicity, distribution	1977-1979
IALS/9/6/4	"Groups of companies": publicity, distribution	1977-1979

Reference	Description	Dates
IALS/9/6/5	"Ford legal workshop 1976 – publication of Harmonisation of private international law by the EEC"	1976-1978
IALS/9/6/6	"Labour law and the community" [book produced from Hart workshop papers]: publicity, reviews	1982-1983
IALS/9/6/7	"Legal research in the UK 1905-1984": production, distribution	1984-1987
IALS/9/6/8	"2 <sup>nd</sup> survey of legal education": production, distribution	1962-1977
IALS/9/6/9	"2 <sup>nd</sup> survey of legal education" supplements 1 and 2: production, distribution	1977-1981
IALS/9/6/10	"Periodicals survey" 2 <sup>nd</sup> edition": production, distribution	1955-1957
IALS/9/6/11	"Union catalogue of West European Law": reviews	1962-1968
IALS/9/6/12	"1966 Survey of legal education": publicity, reviews	1965-1966
<u>IALS/9/7</u>	<u>Universities</u> [note: the bulk of records in this section were destroyed as they only dealt with routine matters; the files below were selected for permanent retention by the then Librarian, Jules Winterton]	
IALS/9/7/1	Australia - Monash	1964-1983
IALS/9/7/2	Birmingham	1965-1988
IALS/9/7/3	Canada - Dalhousie	1962-1975
IALS/9/7/4	Canada - Toronto	1962-1978
IALS/9/7/5	Ethiopia – Haile Selassie University	1963-1975
IALS/9/7/6	Ghana	1950-1988
IALS/9/7/7	New Zealand	1954-1987
IALS/9/7/8	Nigeria - Lagos	1962-1982
IALS/9/7/9	South Africa – Cape Town	1950-1973
<u>IALS/9/8</u>	<u>"Universities – USA"</u>	
IALS/9/8/1	"California Berkeley"	1970-1974
IALS/9/8/2	"Columbia"	1962-1975
IALS/9/8/3	"Ohio State"	1957-1970
IALS/9/8/4	"Texas"	1987
<u>IALS/9/9</u>	<u>University of London</u>	
IALS/9/9/1	"Special University Lectures" held at IALS	1964-1979
IALS/9/9/2	"ULCC": copy of IALS reviews of computing requirements papers	1989-1994



## **IALS/10: IALS Secretary/Librarian's subject files, alpha-numeric filing system, c.1965-1991**

Extent and form: 3 archive boxes

Access: open other than items containing personal data. **Closed items are designated in red.**

Archival history and arrangement: these hanging files were removed from a cupboard in 2002. They appear to reflect an attempt to classify records according to a new alpha-numeric filing system; a key to the system is below (the original will be found in IALS/8/19). Original file numbers and titles given in inverted commas. Several files were missing and may have been moved to other filing systems (see, for example, IALS/8-9); others dealt with routine matters only and were destroyed in 2002.

<b>A</b>	-	<b>University of London (general)</b>
A1	-	U of L: schools and institutes
A2	-	U of L: computing services
<b>B</b>	-	<b>Library Resources Co-ordinating Committee (LRCC), University of London</b>
B1	-	LRCC general
B2	-	LRCC topics
B3	-	LRCC activities
B4	-	LRCC subject sub-committees
<b>C</b>	-	<b>IALS</b>
C1	-	IALS committees
C1/1	-	Committee of Management
C1/2	-	General Purposes Sub-committee
C1/3	-	Library Sub-committee
C2	-	Staff
C2/1	-	Salary scales and conditions of service
C2/2	-	Establishment
C2/3	-	Staff visits etc
C2/4	-	Trade unions
C2/5	-	Seminars, course etc
C3	-	Finance
C3/1	-	Estimates
C3/2	-	Expenditure
C3/3	-	Accounts
C3/4	-	Grants etc
C4	-	Statistical etc information
C4/1	-	Departmental
C4/2	-	Use of Library
C4/3	-	Questionnaires, surveys etc
C5	-	Building, furniture, equipment and supplies

- C5/1 - Building
- C5/2 - Furniture
- C5/3 - Equipment and supplies
- C6 - General administration and policy
- C6/1 - Policy
- C6/2 - Regulations etc (admission, library)
- C6/3 - Users (suggestions, complaints, incidents etc)
- C6/4 - Fire, safety, insurance etc
- C6/5 - Visits to Library etc
- C7 - Systems and departmental activities
- C7/1 - Information retrieval systems
- C7/2 - Housekeeping systems
- C7/3 - Acquisitions
- C7/4 - Binding and processing
- C7/5 - Cataloguing
- C7/6 - Reference and bibliographical services
- C7/7 - Administrative services
  
- D - Professional associations, groups and societies**
- D1 - General
- D2 - Law library associations
  
- E - Co-operative schemes**
  
- F - On-line systems and databases**
- F1 - General
- F2 - Networks
- F3 - On-line host systems and databases
  
- G - Hardware and software**
- G1 - Hardware
- G2 - Software
  
- Z - Other organisations**

Item list:

Reference	Description	Dates
	A: University of London (general)	
IALS/10/1	"A: University computing services" [some policy material]	1979-1988
IALS/10/2	"A1: LSE": Library exchanges file	1976-1987
IALS/10/3	"A1: Queen Mary College": Library exchanges file	1979-1990
IALS/10/4	"A1: University of London Library" [some policy material]	1979-1991

Reference	Description	Dates
	B: LRCC [Library Resources Co-ordinating Committee, University of London; the records of this committee are held in the University of London Archives, reference LR]	
IALS/10/5	"B: Central Book Fund": grants to IALS	1986
IALS/10/6	"B: Automated systems": IALS' requirements	1983
IALS/10/7	"B: University of London Law specialisation scheme" : IALS' comments	1984-1986
IALS/10/8	"B: Stock availability group": IALS' comments	1987-1989
IALS/10/9	"B3: Activities – Depository Library": IALS' comments	1974-1989
IALS/10/10	"B3: Activities – union list of serials": IALS' comments	1975-1983
IALS/10/11	"B3: Standing advisory panel on inter-library loans": IALS' comments	1979-1980
	C: IALS	
IALS/10/12	"C: Admissions, US law schools": Conditions and pricing	1986-1990
IALS/10/13	"C1/3: Library Sub-committee – general": correspondence	1977-1989
IALS/10/14	"C:3/4 IALS grants etc":	
Parts 1-2	1. Susan Nathan Memorial Fund correspondence	1976-1977
	2. British Library grant: correspondence and reports	1975-1983
IALS/10/15	"C/3/4: Grants etc - Folal":	
Parts 1-3	1. Background papers, correspondence	1969-1970
	2. Grants general – correspondence and papers	1966-1970
	3. Grants general – correspondence and papers	1971-1990
IALS/10/16	"C: IALS 5/1 new building": Law Institute Sketch design and approximate estimate of cost by Denys Lasdun & Partners	June 1966
IALS/10/17	"C/5/2 Furniture: shelving, new building":	
Parts 1-2	1. File of shelving required and certificate of tender	1973
	2. File containing summaries of shelving needs	1966-1974
IALS/10/18	"C6/1: Policy – Institute general". Summary file of papers	1972-1989
IALS/10/19	"C6/1: Policy – Library acquisitions". Summary file of papers	1961-1972
IALS/10/20	"C6/1: Policy". Summary file, mostly re dialogue with Senate House	1985
IALS/10/21	"C6/2: Regulations – admissions"	1976-1990
IALS/10/22	"C7/1: Lexis - Butterworths"	1979-1989
IALS/10/23	"C7/1: Lexis – record of use"	1979-1989

Reference	Description	Dates
IALS/10/24	"C7/2: Blaise/ULSCS" [shared cataloguing system with UOL]	1980-1987
IALS/10/25	"C7/5: ULSCS feasibility study"	1977
IALS/10/26	"C7/5: Cataloguing – classification scheme"	1966
IALS/10/27	"C7/7: Administration" [staff duties file] 1983 D: Professional associations, groups and societies	1983
IALS/10/28	"D: BILETA" [E: Co-operative schemes - no records surviving in this series] [F: On-line systems and databases – no records surviving in this series] [G: Hardware and software – no records surviving in this series] [H-Y: no code names given; no entries or records] Z: Other organisations	1985-1991
IALS/10/29	"Z: Butterworths"	1982-1989
IALS/10/30	"Z: Canon Law Institute of Intellectual Property" 1986 – brochure for conference at IALS	1986
IALS/10/31	"Z: Institut Suisse de Droit Compare"; exchanges file	1980-1985
IALS/10/32	"Z: Inner Temple"; exchanges file	1982-1990
IALS/10/33	"Z: Louisiana State University"	1979-1984
IALS/10/34	"Z: Middle Temple"; exchanges file	1982-1987
IALS/10/35	"Z: Nigerian IALS" includes correspondence re senior fellow Olureme Jegede. Personal data – CLOSED until 2064	1978-1989
IALS/10/36	"Z: Sweet & Maxwell Ltd"	1984-1991

## IALS/11: Plans of IALS Buildings 1946-2016

Extent and form: 203 hard copy plans in 5 plan drawers; 1 brochure; 5 boards; 2 PDF files; 12 TIF files

System of arrangement: plans were transferred to the Archives at various times and in no particular order. The plans catalogued below originally fell into 4 categories:

Arrangement at time of transfer:

1. Plans originally kept folded in three box files within the Boxhall collection of papers; presumably removed from a main run of plans due to their historical interest. Catalogued as IALS/11/1-3.
2. 5 rolls of plans dated 1966-1969 held in L101 removed from L209 in 2001.

3. A roll of 14 plans dating 1966-1969 removed from Jules Winterton's office in 2000 and accessioned in 2001.
4. A carton containing 252 plans, formerly in Jules Winterton's office, dating from 1964-1975; transferred to the Archives in 2000 and listed.
5. Four boxes of plans and related correspondence removed from their original filing system and collated by Jules Winterton to be lent to the architects; they were returned in 2017. The correspondence is at IALS/2/8.

There was some duplication of items in categories 2-4; duplicate plans were destroyed and the plans themselves re-organised into years and then by plan number.

Access: open

Item list:

Reference	Description	Plan no.	Extent	Dates
<b>IALS/11/1</b>	<b>25-26 Russell Square: miscellaneous plans</b>		<b>25 plans</b>	<b>1946-1952</b>
IALS/11/1/1	Sketch of IALS Signage		1	n.d.
IALS/11/1/2	Geo M Hammer & Co Ltd, London: proposed furniture		1	n.d.
IALS/11/1/3 Parts 1-2	Waring & Gillow Ltd, London: proposed furniture		2	n.d.
IALS/11/1/4 Parts 1-3	Fudecor, London: proposed furniture		3	n.d.
IALS/11/1/5	Roneo Ltd, London: drawing No. M397 details of perforated upright shelving	M397	1	n.d.
IALS/11/1/6	Thompson Walford & Fielder Architects, London: Plan no. 536/1B – alterations for IALS	536/1B	1	Sept 1946
IALS/11/1/7	Thompson Walford & Fielder Architects, London: Plan no. 536/1C – 25 Russell Square – internal elevation ground floor	536/1C	1	n.d.
IALS/11/1/8	Thompson Walford & Fielder Architects, London: Plan no. 536/1D – 25 Russell Square – internal elevation 1st floor	536/1D	1	n.d.
IALS/11/1/9	Thompson Walford & Fielder Architects, London: Plan no. 536/3 – 25 Russell Square – plan and elevation showing treatment of corridor wall on ground floor	536/3	1	Dec 1947

Reference	Description	Plan no.	Extent	Dates
IALS/11/1/10	Thompson Walford & Fielder Architects, London: Plan no. 536/4 – 25 Russell Square – plan and elevation of wall in ground floor library next to house no.26	536/4	1	Dec 1947
IALS/11/1/11	Thompson Walford & Fielder Architects, London: Plan no. 536/5 – 25 Russell Square – bookcases in the Directors room	536/5	1	17 Jan 1948
IALS/11/1/12	Luxfer Ltd; Drawing no. SE401: re 25 Russell Square – plan ground floor	SE401	1	25 Nov 1947
IALS/11/1/13	Luxfer Ltd; Drawing no. SE402: re 25 Russell Square – suggested layout for Library 1 <sup>st</sup> floor	SE402	1	25 Nov 1947
IALS/11/1/14	[no name] Plan no. 25662.1 – UOL IALS SF & DF perforated upright library shelving	25662.1	1	31 Dec 1947
IALS/11/1/15	[no name] Plan no. 25662.2 – UOL IALS Layout plans of perforated upright library shelving	25662.2	1	31 Dec 1947
IALS/11/1/16	Thompson Walford & Fielder Architects, London: Plan no. 570/1 – 26 Russell Square – alterations for UOL	570/1	1	Apr 1949
IALS/11/1/17	Thompson Walford & Fielder Architects, London: Plan no. 570/1B – 26 Russell Square – alterations for UOL	570/1B	1	Apr 1949
IALS/11/1/18	Cluttons Chartered Surveyors: Drawing no.2 - 25/26 Russell Square – Basement, ground floor, first floor as proposed	2	1	Jan 1952
IALS/11/1/19	Cluttons Chartered Surveyors: Drawing no.3 - 26 Russell Square – proposed supports to floor and bookcases; plans and party wall sections	3	1	Jan 1952
IALS/11/1/20	Cluttons Chartered Surveyors London: Drawing no.4 - proposed supports to floors and bookcases	4	1	n.d.
<b>IALS/11/2</b>	<b>25-26 Russell Square: alterations to basement, ground, first and 4<sup>th</sup> floors; 28 Russell Square: basement</b>		<b>7 plans</b>	<b>1964-1966</b>

Reference	Description	Plan no.	Extent	Dates
IALS/11/2/1	Roneo Ltd London: UOL/IALS proposed bracket type shelving in basement, No 28 Russell Square.		1	24 Jan 1964
IALS/11/2/2	Cluttons Chartered Surveyors drawing 1C: 28 Russell Square - basement layout for institute of Commonwealth Studies	1C	1	n.d.
IALS/11/2/3 Pts 1-2	Cluttons Chartered Surveyors London drawing no No. 429/1A: 25-26 Russell Square: proposed alterations to ground floor	429/1A	2 annotated copies	Feb 1966
IALS/11/2/4	Cluttons Chartered Surveyors drawing No. 429/B1 25-26 Russell Square: proposed alterations to ground and 1 <sup>st</sup> floor	429/1B	1	Feb 1966
IALS/11/2/5	Cluttons Chartered Surveyors drawing No. 429/2 25-26 Russell Square: proposed alterations to basement book store	429/2	1	Oct 1966
IALS/11/2/6	Gunther Hofstead: IALS/- proposed layout for 4th floor scale 1.100 (drawing no 1013/2) n.d.	1013/2	1 mounted on board with sticky tape	n.d. [1960s]
<b>IALS/11/3</b>	<b>Denys Lasdun &amp; Partners: University of London redevelopment 1964-1966: New Law Institute, Bloomsbury</b>		<b>32 plans</b>	<b>1964-1966</b>
IALS/11/3/1 pts 1-6	Denys Lasdun & Partners Law Institute 1964 U E A Library: preliminary drawings	541.6/5K/12-17	6 stapled together	21 Apr 1964
IALS/11/3/2	4th floor plan library scale 1/16 preliminary drawing	537/15A	1	11 Mar 1966
IALS/11/3/3	2nd floor plan library scale 1/16	537/15C	1	11 Mar 1966
IALS/11/3/4	3rd floor plan - library 1/16 preliminary drawing	537/16A	1	11 Mar 1966
IALS/11/3/5	3rd floor plan library scale 1/16	537/16B	1	11 Mar 1966
IALS/11/3/6	4th floor plan – library	537/17B	1	11 Mar 1966

Reference	Description	Plan no.	Extent	Dates
IALS/11/3/7	4th floor plan – library scale 1/16 preliminary drawing	537/17C	1	11 Mar 1966
IALS/11/3/8	Elevations - site plans etc	537/22	1	21 Mar 1966 1966
IALS/11/3/9	Library scale 1/16	537/5K	1	25 Apr 1966
IALS/11/3/10	New building: 1966 elevations: general site plan, May – June 1966	53017/TP/10	1	May 1966
IALS/11/3/11	Elevations - site plans etc June 1966	53017/TP/11	1	May 1966
IALS/11/3/12	Elevations - site plans etc June 1966	53017/TP/12	1	May 1966
IALS/11/3/13	Basement 2 scale 1/16	537/100	1 plan; 1 TIF	8 June 1966
IALS/11/3/14	Basement 1 scale 1/16	537/1--[no. torn off]	1 plan; 1 PDF with full no. 537/101; 1 TIF	8 June 1966
IALS/11/3/15	Lower ground scale 1/16	537/[no. torn off]	1 plan; 1 TIF with full no. 537/102	8 June 1966
IALS/11/3/16	Ground scale 1/16	537/103	1 plan; 1 TIF	8 June 1966
IALS/11/3/17	1st floor scale 1/16	537/104? [no. torn off]	1 plan; 1 TIF with full no. 537/104	8 June 1966
IALS/11/3/18	2nd floor scale 1/16	537/105	1 plan; 1 TIF	June 8 1966
IALS/11/3/19	3rd floor scale 1/16	537/106	1 plan; 1 TIF	8 June 1966
IALS/11/3/20	4th floor scale 1/16	537/107	1 plan; 1 TIF	8 June 1966
IALS/11/3/21	5th floor scale 1/16	537/108	1 plan; 1 PDF; 1 TIF	8 June 1966
IALS/11/3/22	Roof scale 1/16	537/109	1	8 June 1966
IALS/11/3/23	Elevations - site plans etc June 1966	5317/111	1	8 June 1966
IALS/11/3/24	Elevations - site plans etc June 1966	5317/112	1	8 June 1966



Reference	Description	Plan no.	Extent	Dates
IALS/11/3/25	Block D: S E elevation	5317/114	1	8 June 1966
IALS/11/3/26	Extension on site area: Block D	531.0/15	1	n.d. [1966?]
IALS/11/3/27	Section AA	537/115	1 plan; 1 TIF	8 June 1966
IALS/11/3/28	Section BB	537/116	1 plan; 1 TIF	8 June 1966
<b>IALS/11/4</b>	<b>Denys Lasdun &amp; Partners 1968 University of London redevelopment: Law Institute</b>		<b>30 plans</b>	<b>1968</b>
ILAS 11/4/1	Plan layout, 4 <sup>th</sup> floor	537.1.8	1	May 1968
IALS/11/4/2 pts 1-2	4th floor plan	537/5K/1	2 slightly dissimilar	June 1968
IALS/11/4/3	Basement two	537.1.10	1	26 July 1968
IALS/11/4/4	Basement two	537.1/10B	1	26 July 1968
IALS/11/4/5	Basement one	537.1.11	1	24 July 1968
IALS/11/4/6	Basement one	537.1/11A	1	24 July 1968
IALS/11/4/7	Lower ground floor plan	537.1.12	1	12 Aug 1968
IALS/11/4/8	Lower ground floor plan	537.1/12A	1	12 Aug 1968
IALS/11/4/9	Ground floor plan	537.1.13	1	12 Aug 1968
IALS/11/4/10	Ground floor plan	537.1/13A	1	12 Aug 1968
IALS/11/4/11	1st floor plan	537.1.14	1	12 Aug 1968
IALS/11/4/12	1st floor plan	537.1/14B	1	12 Aug 1968
IALS/11/4/13	1st floor plan	537.1/14F	1	12 Aug 1968
IALS/11/4/14	2nd floor plan	537.1/15A	1	22 July 1968
IALS/11/4/15	2nd floor plan	537.1/15D	1	22 July 1968
IALS/11/4/16	2nd floor plan	537.1/15F	1	22 July 1968
IALS/11/4/17	3rd floor	537.1/16A	1	22 July 1968
IALS/11/4/18	3rd floor plan	537.1.16D	1	22 July 1968
IALS/11/4/19	3rd floor plan	537.1.16G	1	22 July 1968
IALS/11/4/20	4th floor plan	537.1/17C	1	1 Aug 1968
IALS/11/4/21	4th floor plan	537.1.17F	1	1 Aug 1968
IALS/11/4/22	5 <sup>th</sup> floor plan	537.1.18C	1	2 Aug 1968
IALS/11/4/23	5th floor plan	537.1.18E	1	2 Aug 1968

Reference	Description	Plan no.	Extent	Dates
IALS/11/4/24	General arrangement – 5th floor	537.1.18G	1	2 Aug 1968
IALS/11/4/25	Roof plan	537.1/19	1	17 Oct 1968
IALS/11/4/26	Section B-B	537.1/20B	1	7 Aug 1968
IALS/11/4/27	No. 537.1.26 Law Institute section through core	537.1/26	1	6 Aug 1968
IALS/11/4/28	No. 537.3/1 Law Institute section EE	537.3/1	1	14 Aug 1968
IALS/11/4/29	No. 537.3/2 Law Institute section FF	537.3/2	1	19 Aug 1968
IALS/11/4/30	No. 537.3/3 Law Institute section GG	537.3/3	1	20 Aug 1968
<b>IALS/11/5</b>	<b>Denys Lasdun &amp; Partners 1969 University of London redevelopment: Law Institute</b>		<b>4 plans</b>	<b>1969</b>
IALS/11/5/1	Basement 2 scheme 1	537/5K/30	1	Mar 1969
IALS/11/5/2	Basement 2 scheme 2	537/5K/31	1	Mar 1969
IALS/11/5/3	2nd floor	537/5K/38	1	Mar 1969
IALS/11/5/4	Redevelopment basement 1 revisions	537/5K/150	1	June 1969
<b>IALS/11/6</b>	<b>Denys Lasdun &amp; Partners 1969 University of London: Law Institute: redevelopment -Mechanical services: plans drawn up by G N Haden &amp; Sons Ltd Engineers</b>		<b>19 plans</b>	<b>1969</b>
IALS/11/6/1	Functional diagram of mechanical services in plant room no 11	19084/1026	1	12 Aug 1969
IALS/11/6/2	Functional diagram of mechanical services in plant room no 12	19084/1027	1	13 Aug 1969
IALS/11/6/3	Layout of mechanical services 5th floor	19084/1301	1	16 July 1969
IALS/11/6/4	Layout of mechanical services 4th floor	19084/1302	1	16 July 1969
IALS/11/6/5	Layout of mechanical services 3rd floor	19084/1303	1	16 July 1969
IALS/11/6/6	Layout of mechanical services 2nd floor	19084/1304	1	16 July 1969
IALS/11/6/7	Layout of mechanical services 1st floor	19084/1305	1	16 July 1969
IALS/11/6/8	Layout of mechanical services ground floor	19084/1306	1	n.d. [1969]
IALS/11/6/9	Layout of mechanical services lower ground floor	19084/1307	1	n.d. [1969]

Reference	Description	Plan no.	Extent	Dates
IALS/11/6/10	Layout of mechanical services basement 1	19084/1308	1	n.d. [1969]
IALS/11/6/11	Layout of mechanical services basement 2	19084/1309	1	n.d. [1969]
IALS/11/6/12	Plant room 11 core E	19084/1701	1	1 Oct 1969
IALS/11/6/13	Plant room II core E	19084/1702	1	1 Oct 1969
IALS/11/6/14	Detail arrangement of plant room no 12 basement 2	19084/1703	1	n.d. [1969]
IALS/11/6/15	Detail of core E showing typical toilet adjacent to lift shaft	19084/1704	1	n.d. [1969]
IALS/11/6/16	Toilet detail 5th floor	19084/1705	1	n.d. [1969]
IALS/11/6/17	Toilet details 4th and 1st floors	19084/1706	1	n.d. [1969]
IALS/11/6/18	3rd floor core E male and female toilets wheelchair users	19084/1707	1	n.d. [1969]
IALS/11/6/19	Toilet detail basement female toilet	19084/1708	1	n.d. [1969]
<b>IALS/11/7</b>	<b>Denys Lasdun &amp; Partners 1969 University of London: Law Institute: redevelopment – layout of plumbing services : plans drawn up by G N Haden &amp; Sons Ltd Engineers</b>		<b>15 plans</b>	<b>1969</b>
IALS/11/7/1	Basement 2	19084/2250	1	1 Sept 1969
IALS/11/7/2	Basement 1	19084/2251	1	1 Sept 1969
IALS/11/7/3	Lower ground floor	19084/2252	1	1 Sept 1969
IALS/11/7/4	Ground floor	19084/2253	1	1 Sept 1969
IALS/11/7/5	1st floor	19084/2254	1	1 Sept 1969
IALS/11/7/6	2nd floor	19084/2255	1	1 Sept 1969
IALS/11/7/7	3rd floor	19084/2256	1	1 Sept 1969
IALS/11/7/8	4th floor	19084/2257	1	1 Sept 1969
IALS/11/7/9	5th floor	19084/2258	1	1 Sept 1969
IALS/11/7/10	Roof plan	19084/2259	1	1 Sept 1969
IALS/11/7/11	Service tower Core E and roof plan	19084/2260	1	n.d. [1 Sept 1969]
IALS/11/7/12	Diagrammatic layout of water services for Core E	19084/2261	1	1 Sept 1969

Reference	Description	Plan no.	Extent	Dates
IALS/11/7/13	Diagrammatic layout of fire services for Core E	19084/2262	1	1 Sept 1969
IALS/11/7/14	Diagrammatic layout of sanitary services for Core E	19084/2263	1	1 Sept 1969
IALS/11/7/15	Diagrammatic layout of rainwater pipes for Core E	19084/2264	1	1 Sept 1969
<b>IALS/11/8</b>	Denys Lasdun & Partners 1969 University of London: Law Institute: redevelopment – electrical services – plans drawn up by G N Haden & Sons Ltd Engineers (later Haden Young Ltd)		<b>39 plans</b>	<b>1969-1972</b>
IALS/11/8/1	Layout of power and ancillary services: Basement 2	19084/3301	1	16 July 1969
IALS/11/8/2	Layout of power and ancillary services: Basement 1	19084/3302	1	16 July 1969
IALS/11/8/3	Layout of power and ancillary services: Lower ground floor	19084/3303	1	15 July 1969
IALS/11/8/4	Layout of power and ancillary services: Ground floor	19084/3304	1	15 July 1969
IALS/11/8/5	Layout of power and ancillary services: 1st floor	19084/3305	1	15 July 1969
IALS/11/8/6	Layout of power and ancillary services: 2nd floor	19084/3306	1	14 July 1969
IALS/11/8/7	Layout of power and ancillary services: 2nd floor	19084/3306C	1	14 July 1969
IALS/11/8/8	Layout of power and ancillary services: 2nd floor	19084/3306E	1	14 July 1969
IALS/11/8/9	Layout of power and ancillary services: 3rd floor	19084/3307	1	14 July 1969
IALS/11/8/10	Layout of power and ancillary services: 3rd floor	19084/3307B	1	14 July 1969
IALS/11/8/11	Layout of power and ancillary services: 3rd floor	19084/3307D	1	14 July 1969
IALS/11/8/12	Layout of power and ancillary services: 4th floor	19084/3308	1	11 July 1969
IALS/11/8/13	Layout of power and ancillary services: 5th floor	19084/3309	1	11 July 1969

Reference	Description	Plan no.	Extent	Dates
IALS/11/8/14	Layout of power and ancillary services: 5th floor	19084/3309C	1	11 July 1969
IALS/11/8/15	Layout of lighting basement 2	19084/3311	1	30 June 1969
IALS/11/8/16	Layout of lighting basement 1	19084/3312	1	30 June 1969
IALS/11/8/17	Layout of lighting lower ground floor	19084/3313	1	30 June 1969
IALS/11/8/18	Layout of lighting ground floor	19084/3314	1	30 June 1969
IALS/11/8/19	Layout of lighting 1st floor	19084/3315	1	26 June 1969
IALS/11/8/20	Layout of lighting 2nd floor	19084/3316	1	26 June 1969
IALS/11/8/21	Layout of lighting 2nd floor	19084/3316B	1	26 June 1969
IALS/11/8/22	Layout of lighting 3rd floor	19084/3317	1	26 June 1969
IALS/11/8/23	Layout of lighting 3rd floor	19084/3317B	1	26 June 1969
IALS/11/8/24	Layout of lighting 4th floor	19084/3318	1	26 June 1969
IALS/11/8/25	Layout of lighting 5th floor	19084/3319	1	26 June 1969
IALS/11/8/26	Layout of lighting roof level	19084/3320	1	26 June 1969
IALS/11/8/27	General cable distribution	19084/3321	1	26 June 1969
IALS/11/8/28	Schematic diagram of H & V panel	19084/3322	1	26 June 1969
IALS/11/8/29	Layout of lightning protection tape	19084/3325	1	25 Aug 1969
IALS/11/8/30	Plantroom core E tower roof layout of power and ancillary services	19084/3326	1	25 Aug 1969
IALS/11/8/31	Plantroom core E tower roof layout of lighting	19084/3327	1	9 Oct 1969
IALS/11/8/32	Diagram of fire alarm distribution	19084/3338	1	3 Oct 1969
IALS/11/8/33	Layout of power and ancillary services: Basement 2	19084/3301F	1	13 Nov 1970
IALS/11/8/34	Layout of power and ancillary services: Basement 1	19084/3302E	1	14 Sept 1970
IALS/11/8/35	Layout of power and ancillary services: lower ground floor	19084/33036	1	8 Jan 1971
IALS/11/8/36	Layout of power and ancillary services: ground floor	19084/3304D	1	22 June 1971
IALS/11/8/37	Layout of power and ancillary services: 1st floor	19084/3305B	1	7 July 1971
IALS/11/8/38	Layout of substation no 1 [TORN]	19084/3370	1	n.d.

Reference	Description	Plan no.	Extent	Dates
IALS/11/8/39	Layout of power and ancillary services: lower ground floor	22387/3303	1	n.d.
<b>IALS/11/9</b>	<b>Denys Lasdun &amp; Partners 1970 University of London: Law Institute</b>		<b>11 plans</b>	<b>1970</b>
IALS/11/9/1	Basement 2 closed access bookstack (drawing no 537.14.1)	537.14.1	1	Jan 1970
IALS/11/9/2	Open access library floor basement 1	537.14.2	1	Jan 1970
IALS/11/9/3	2nd floor library	537.14.3	1	Jan 1970
IALS/11/9/4	4th floor library	537.7/11	1	Mar 1970
IALS/11/9/5	General arrangement basement 2	537.1.10	1	5 Aug 1970
IALS/11/9/6	General arrangement – lower ground floor	537.1.12	1	Sept 1970
IALS/11/9/7	General arrangement – ground floor	537.1.13		Sept 1970
IALS/11/9/8	No. 537.8.10 Law Institute door location drawing Basement 2	537.8.10	1	5 Aug 1970
IALS/11/9/9	Door location drawing Basement 1	537.8.11	1	10 Aug 1970
IALS/11/9/10	Door location drawing ground floor	537.8.12	1	Sept 1970
IALS/11/9/11	Door location drawing ground floor	537.8.13	1	Sept 1970
<b>IALS 11/10</b>	<b>Denys Lasdun &amp; Partners 1970 University of London: Law Institute</b>		<b>15 plans</b>	<b>1971</b>
IALS/11/10/1	Closed access library floor: 4th floor plan	537.1.17H	1	Dec 1970
IALS/11/10/2	General arrangement – 4th floor	537.1.17I	1	Mar 1971
IALS/11/10/3	4th floor	537.1.17J	1	Mar 1971
IALS/11/10/4	4th floor	537.1.17M	1	July 1971
IALS/11/10/5	4th floor	537.1.17Q	1	July 1971
IALS/11/10/6	5th floor	537.1.18H	1	July 1971
IALS/11/10/7	Roof plan	537.8.19B	1	June 1971
IALS/11/10/8	Door location drawing 1st floor	537.8.14	1	Mar 1971
IALS/11/10/9	Door location drawing 2nd floor	537.8.15	1	Apr 1971
IALS/11/10/10	Door location drawing 3rd floor	537.8.16	1	May 1971
IALS/11/10/11	Door location drawing 4th floor	537.8.17	1	July 1971
IALS/11/10/12	Door location drawing 4th floor	537.9.17G	1	July 1971
IALS/11/10/13	Door location drawing 4th floor	537.8.17H	1	July 1971

Reference	Description	Plan no.	Extent	Dates
IALS/11/10/14	Door location drawing 5th floor	537.8.18P	1	July 1971
IALS/11/10/15	Bruynzeel Wood Products Co Ltd: IALS/[shelving] (drawing no 1-2889/2)	1-2889/2	1	1971
<b>IALS/11/11</b>	<b>Denys Lasdun &amp; Partners 1972</b> <b>University of London: Law Institute</b>		<b>7 plans</b>	<b>1972</b>
IALS/11/11/1	Stair no. 6	537.4/25C	1	Jan 1972
IALS/11/11/2	2nd floor	537.14.5	1	Jan 1972
IALS/11/11/3	Lavatory layouts core E levels 70 to 145	537.6.18B	1	Feb 1972
IALS/11/11/4	Lavatory layouts core E female levels 70, 123, 145	537.6.19C	1	Feb 1972
IALS/11/11/5	Lavatory layouts directors & Librarian levels 101, 134, 145	537.6.20	1	Feb 1972
IALS/11/11/6	Diagrammatic section showing heights of lavatory fittings	537.6.26B	1	June 1972
IALS/11/11/7	Open access library floor basement 1	537.14.1A	1	June 1972
<b>IALS/11/12</b>	<b>Denys Lasdun &amp; Partners 1973</b> <b>University of London: Law Institute</b>		<b>22 plans</b>	<b>1973</b>
IALS/11/12/1	Basement 1	537.14.6	1	May 1973
IALS/11/12/2	Closed access library floor base 2nd floor	537.14.7	1	May 1973
IALS/11/12/3	2nd floor	537.14.7A	1	May 1973
IALS/11/12/4	3rd floor	537.14.8A	1	May 1973
IALS/11/12/5	4th floor	537.14.9	1	July 1973
IALS/11/12/6	Ground floor library furniture	537.14.12	1	June 1973
IALS/11/12/7	Layout of library carrels	537.14.13B	1	June 1973
IALS/11/12/8	Library enclosed carrels	537.14.16	1	July 1973
IALS/11/12/9	5th floor	537.14.17	1	July 1973
IALS/11/12/10	Basement 1 double gates [small drawing]	537.14.18	1	July 1973
IALS/11/12/11	Library carrel spur units [small drawing]	537.14.19	1	July 1973
IALS/11/12/12	Enquiry screen & counter, accounts office 5th floor	537.8.41B	1	July 1973
IALS/11/12/13	4th floor electrical services	537.12.1	1	July 1973

Reference	Description	Plan no.	Extent	Dates
IALS/11/12/14	Basement 2 static bookstack alternative layout	537.14.20	1	Sept 1973
IALS/11/12/15	Basement 2 static bookstack layout	537.14.20A	1	Sept 1973
IALS/11/12/16	Basement 2 closed access mobile bookstack	537.14.1B	1	Sept 1973
IALS/11/12/17	Fixed furniture plans	537.15.10C	1	Nov 1973
IALS/11/12/18	Fixed furniture elevations sheet 1	537.15.11B	1	Nov 1973
IALS/11/12/19	Fixed furniture elevations sheet 2	537.15.12B	1	Nov 1973
IALS/11/12/20	Fixed furniture kitchen level plan, elevations	537.15.13	1	Nov 1973
IALS/11/12/21	5th floor duplicating room and archives room	537/6.12.73	1	Dec 1973
IALS/11/12/22	5th floor duplicating room and archives room	537/7.12.73	1	Dec 1973
<b>IALS/11/13</b>	<b>Balmforth Engineering Ltd: Law Institute</b>		<b>13 plans</b>	<b>Jan 1974-Sep 1975</b>
IALS/11/13/1	Basement level one. Stacks revised	886.001.0	1	Jan 1974-Oct 1974
IALS/11/13/2	Basement level one. Stacks revised. [Amendment] List Z Range Idents. Added Ref. M. Anderson	886.001.0	1	Jan 1974-Sep 1975
IALS/11/13/3	Second floor. Stacks revised	886.003.0	1	Jan 1974-Dec 1974
IALS/11/13/4	Second floor. Stacks revised. Stairs relocated	886.003.0	1	Jan 1974-Jul 1975
IALS/11/13/5	Second floor. Stacks revised. Stairs relocated [includes additional handwritten annotations not featured on IALS/11/3/4]	886.003.0	1	Jan 1974-Jul 1975
IALS/11/13/6	Second floor. Stacks revised. Stairs relocated. [Amendment] list Z range idents added-ref. M Anderson	886.003.0	1	Jan 1974-Sep 1975
IALS/11/13/7	Third floor. Stacks revised	886.004.0	1	Jan 1974-Dec 1974
IALS/11/13/8	Third floor. Stacks revised. Stairs relocated	886.004.0	1	Jan 1974-Jul 1975



Reference	Description	Plan no.	Extent	Dates
IALS/11/13/9	Third floor. Stacks revised. Stairs relocated. [Amendment] list Z range idents added-ref. M Anderson	886.004.0	1	Jan 1974-Sep 1975
IALS/11/13/10	Fourth floor. Stacks revised	886.005.0	1	Jan 1974-Dec 1974
IALS/11/13/11	Fourth floor. Stacks revised [includes additional handwritten annotations not featured on IALS/11/3/10]	886.005.0	1	Jan 1974-Dec 1974
IALS/11/13/12	Fourth floor. Stacks revised. [Amendment] list Z range idents added-ref. M Anderson	886.005.0	1	Jan 1974-Sep 1975
IALS/11/13/13	Fifth floor. Revs to R4 & R15	886.006.0	1	Feb 1974-Jul 1975
<b>IALS/11/14</b>	<b>Denys Lasdun &amp; Partners: University of London: Law Institute</b>		<b>18 plans</b>	<b>Mar 1974</b>
IALS/11/14/1	Signs. Basement 2	537.15.24	1	Mar 1974
IALS/11/14/2	Signs. Basement 2 [slightly different version to IALS/11/14/1]	537.15.24	1	Mar 1974
IALS/11/14/3	Signs. Basement 1	537.15.25	1	Mar 1974
IALS/11/14/4	Signs. Basement 1 [slightly different version to IALS/11/14/3]	537.15.25	1	Mar 1974
IALS/11/14/5	Lower ground floor	537.15.26	1	Mar 1974
IALS/11/14/6	Ground floor	537.15.27	1	Mar 1974
IALS/11/14/7	Ground floor [slightly different version to IALS/11/14/6]	537.15.27	1	Mar 1974
IALS/11/14/8	Signs. Second floor	537.15.28	1	Mar 1974
IALS/11/14/9	Signs. Second floor [slightly different version to IALS/11/14/8]	537.15.28	1	Mar 1974
IALS/11/14/10	Signs. Third floor	537.15.29	1	Mar 1974
IALS/11/14/11	Signs. Third floor [slightly different version to IALS/11/14/10]	537.15.29	1	Mar 1974
IALS/11/14/12	Signs. Fourth floor	537.15.30	1	Mar 1974
IALS/11/14/13	Signs. Fourth floor [slightly different version to IALS/11/14/12]	537.15.30	1	Mar 1974
IALS/11/14/14	Signs. Fifth floor	537.15.31	1	Mar 1974

Reference	Description	Plan no.	Extent	Dates
IALS/11/14/15	Signs. Fifth floor [slightly different version to IALS/11/14/14]	537.15.31	1	Mar 1974
IALS/11/14/16	Signs. First floor	537.15.32	1	Jun 1974
IALS/11/14/17	Library 'floor plan' sign	LS 10	1	Jul 1974
IALS/11/14/18	Students' Common Room & Quiet Room	SK 537.14.F12	1	Nov 1974
<b>IALS/11/15</b>	<b>Bruynzeel: Panel positions</b>		<b>2 plans</b>	<b>Apr 1974</b>
IALS/11/15/1	Panel positions	A1/ 4869 /1	1	Apr 1974
IALS/11/15/2	Panel positions [annotated version of IALS/11/15/1]	A1/ 4869 /1	1	Apr 1974
<b>IALS/11/16</b>	<b>Denys Lasdun &amp; Partners: University of London: Law Institute</b>		<b>5 plans</b>	<b>1975</b>
IALS/11/16/1	Basement 2 (L3). Stack layout	537.14.LP 1	1	Jan 1975
IALS/11/16/2	Basement 1 (L2). Bookstack layouts	537.14.LP 2	1	Feb 1975
IALS/11/16/3	Second floor (Level 2). Bookstack layouts	537.14.LP 3	1	Jan 1975
IALS/11/16/4	Third floor (Level 3). Bookstack layouts	537.14.LP 4	1	Jan 1975
IALS/11/16/5	Fourth floor (Level 4). Bookstack layouts	537.14.LP 5	1	Jan 1975
<b>IALS/11/17</b>	<b>Bruynzeel: Notch charts</b>		<b>2 plans</b>	<b>Feb - June 1981</b>
IALS/11/17/1	Notch chart: steel and timber uprights	AZ 95101 a	1 (3 sheets)	Feb 1981
IALS/11/17/2	Notch chart: upright	BZ 95201 a	1	Feb - June 1981
<b>IALS/11/18</b>	<b>University of London: Estates and Legal Affairs Division</b>		<b>12 plans</b>	<b>1996</b>
IALS/11/18/1	Basement two	EST/IALS/01	1	Aug 1996
IALS/11/18/2	Basement two [slightly different to IALS/11/18/1]	EST/IALS/01	1	Aug 1996
IALS/11/18/3	Basement one	EST/IALS/02	1	Aug 1996
IALS/11/18/4	Basement one [slightly different to IALS/11/18/3]	EST/IALS/02	1	Aug 1996
IALS/11/18/5	Lower ground floor	EST/IALS/03	1	Aug 1996
IALS/11/18/6	Ground floor	EST/IALS/04	1	Aug 1996

Reference	Description	Plan no.	Extent	Dates
IALS/11/18/7	First floor	EST/IALS/05	1	Aug 1996
IALS/11/18/8	Second floor	EST/IALS/06	1	Aug 1996
IALS/11/18/9	Third floor	EST/IALS/07	1	Aug 1996
IALS/11/18/10	Fourth floor	EST/IALS/08	1	Aug 1996
IALS/11/18/11	Fourth floor [slightly different to IALS/11/18/10]	EST/IALS/08	1	Aug 1996
IALS/11/18/12	Fifth floor	EST/IALS/09	1	Aug 1996
<b>IALS/11/19</b>	<b>Shepherd Epstein Hunter: IALS Library extension/refurbishment</b>		<b>4 boards</b>	<b>Nov 1999 - Jan 2000</b>
IALS/11/19/1	'Outline ideas' exhibition board featuring floor plans		1	Nov 1999
IALS/11/19/2	'Outline ideas' exhibition board featuring drawings of proposed exterior		1	Nov 1999
IALS/11/19/3	'Brief Development' exhibition board		1	Jan 2000
IALS/11/19/4	'Brief Development' exhibition board		1	Jan 2000
<b>IALS/11/20</b>	<b>Environmental Engineering Partnership: IALS - proposed lighting modifications</b>		<b>4 plans</b>	
IALS/11/20/1	IALS: Level 2 – proposed lighting modifications	1594/E/01		May 2001
IALS/11/20/2	IALS: Level 2 – proposed lighting modifications	1594/E/02		Apr 2001
IALS/11/20/3	IALS: Level 3 – proposed lighting modifications	1594/E/03		May 2001
IALS/11/20/4	IALS: Level 4 – proposed lighting modifications	1594/E/04		May 2001
<b>IALS/11/21</b>	<b>Shepherd Epstein Hunter: IALS Planning</b>		<b>3 plans, 8 A3 folders of plans, 1 A4 folder of plans</b>	<b>2004-2006</b>
IALS/11/21/1	IALS: existing floor plans	107-115	1 folder	18 Aug 2004
IALS/11/21/2	Sketch layout: proposed floor plans	207-215	1 folder	15 Sept 2004

Reference	Description	Plan no.	Extent	Dates
IALS/11/21/3	IALS: existing building and proposed screen options. CLOSED until 2026	503-528	1 folder	21 Jan 2005
IALS/11/21/4	Proposed site plan, existing floor plans and proposed floor plans. CLOSED until 2026	524-692	1 folder	n.d.
IALS/11/21/5	3D images of existing and proposed south elevation. CLOSED until 2026	527-542	1 folder	26 July 2005
IALS/11/21/6 Parts 1-3	Documentation to support a planning application and listed building consent for works to enclosing undercroft stairways at 20-26 Bedford Way and 17 Russell Square. CLOSED until 2026	653-688	3 folders	2005
IALS/11/21/7	Proposed floor plans. CLOSED until 2027	720-728	1 folder	17 Jan 2006
IALS/11/21/8	Proposed floor plans. CLOSED until 2027	740-748	1 folder	17 Jan 2006
IALS/11/21/9	New Library Extension plans. CLOSED until 2027	524-694	1 folder	22 June 2006
IALS/11/21/10	Proposed elevation facing Russell Square. CLOSED until 2027	695	1 plan	20 June 2006
IALS/11/21/11	3D images. CLOSED until 2027	696	1 plan	20 June 2006
IALS/11/21/12	Examples of projects using microperforated metal sheet material samples. CLOSED until 2027	697	1 plan	20 June 2006
IALS/11/21/13	New Library extension: revised plans following meeting held on 24 Aug 2006. CLOSED until 2027	680-695	1 folder	Aug 2006
<b>IALS/11/22</b>	<b>AHP Architects: Institute of Advanced Legal Studies University of London, 17 Russell [Square], London, WC1. Proposed Alterations</b>		<b>1 plan</b>	<b>2007</b>
IALS/11/22/1	Internal Elevations of Library Concourse on fourth floor. CLOSED until 2028	215. P3	1	Jul 2007
<b>IALS/11/23</b>	<b>Nigel Burgess Associates Ltd</b>		<b>8 plans</b>	<b>2008</b>
IALS/11/23/1	Location plan-Basement Level L2. CLOSED until 2029	1175/01	1	25 Feb 2008

Reference	Description	Plan no.	Extent	Dates
IALS/11/23/2	Existing Layout-Basement Level L2. CLOSED until 2029	1175/100	1	25 Feb 2008
IALS/11/23/3	Existing Floor Plan-Basement Level 2. CLOSED until 2029	1175/110	1	25 Feb 2008
IALS/11/23/4	Existing Ceiling Plan-Basement Level L2. CLOSED until 2029	1175/120	1	25 Feb 2008
IALS/11/23/5	Demolitions and Site Area-Bmt L2. CLOSED until 2029	1175/130	1	25 Feb 2008
IALS/11/23/6	Proposed Layout-Basement Level L2. CLOSED until 2029	1175/200	1	25 Feb 2008
IALS/11/23/7	Proposed Floor Plan-Basement Level L2. CLOSED until 2029	1175/210	1	25 Feb 2008
IALS/11/23/8	Proposed Ceiling Plan-Basement Level L2. CLOSED until 2029	1175/220	1	25 Feb 2008
<b>IALS/11/24</b>	<b>Bruynzeel: Revised technical specification [archive mobile shelving]</b>		<b>3 plans</b>	<b>2008</b>
IALS/11/24/1	Revised technical specification. CLOSED until 2029	8414-0-LS Associates- RW-DWG1C	1	12 Mar 2008- 25 Apr 2008
IALS/11/24/2	Annotated photocopy of part of IALS/11/22/2. CLOSED until 2029	8414-0-LS Associates- RW-DWG1C	1	2008
IALS/11/24/3	Annotated photocopy of part of IALS/11/22/2. CLOSED until 2029	8414-0-LS Associates- RW-DWG1C	1	2008
<b>IALS/11/25</b>	<b>Nigel Burgess Associates: furniture layouts tenders</b>		<b>3 plans</b>	<b>2012</b>
IALS/11/25/1	Tender and listed building issue – proposed ground floor furniture layout. CLOSED until 2033	1222/GF/205 Rev B	1 plan	17 Feb 2012; 23 Mar 2012
IALS/11/25/2	Preliminary issue – revised Queen Mary's Library furniture layout. CLOSED until 2033	1224/L1/207 Rev A	1 plan	10 July 2012
IALS/11/25/3	Preliminary issue – revised Queen Mary's Library furniture layout. CLOSED until 2033	1224/L1/207 Rev B	1 plan	10 July 2012

Reference	Description	Plan no.	Extent	Dates
<b>IALS/11/26</b>	<b>Nigel Burgess Associates: phase 2 mechanical services project no. 5314</b>		<b>plans</b>	<b>2013</b>
IALS/11/26/1	List of plan drawings		1 document	2013
IALS/11/26/2	Level 2 Proposed ventilation and comfort cooling layout. CLOSED until 2034	5314/M201	1 plan	Apr 2013
IALS/11/26/3	Level 1 Proposed ventilation and comfort cooling layout. CLOSED until 2034	5314/M202	1 plan	Apr 2013
IALS/11/26/4	Ground floor proposed ventilation alterations and comfort cooling layout. CLOSED until 2034	5314/M203	1 plan	Apr 2013
IALS/11/26/5	Level 3 proposed heating layout. CLOSED until 2034	5314/M300	1 plan	Apr 2013
IALS/11/26/6	Level 2 Proposed high and low level heating layout. CLOSED until 2034	5314/M301	1 plan	Apr 2013
IALS/11/26/7	Level 21Proposed high and low level heating layout. CLOSED until 2034	5314/M302	1 plan	Apr 2013
IALS/11/26/8	Level 3 proposed water services and drainage layout. CLOSED until 2034	5314/M400	1 plan	Apr 2013
IALS/11/26/9	Level 2 proposed water services and drainage layout. CLOSED until 2034	5314/M401	1 plan	Apr 2013
IALS/11/26/10	Level 1 proposed water services and drainage layout. CLOSED until 2034	5314/M402	1 plan	Apr 2013
IALS/11/26/11	Level 3 existing heating layout. CLOSED until 2034	5314/M500	1 plan	Apr 2013
IALS/11/26/12	Level 2 existing high level and low level heating layout. CLOSED until 2034	5314/M501	1 plan	Apr 2013
IALS/11/26/13	Level 1 existing high level and low level heating layout. CLOSED until 2034	5314/M502	1 plan	Apr 2013
IALS/11/26/14	Ground floor existing high level and low level heating layout. CLOSED until 2034	5314/M503	1 plan	Apr 2013
IALS/11/26/15	Level 3 existing ventilation layout. CLOSED until 2034	5314/M510	1 plan	Apr 2013

Reference	Description	Plan no.	Extent	Dates
IALS/11/26/16	Level 2 existing ventilation and comfort cooling layout. CLOSED until 2034	5314/M511	1 plan	Apr 2013
IALS/11/26/17	Level 1 existing ventilation and comfort cooling layout. CLOSED until 2034	5314/M512	1 plan	Apr 2013
IALS/11/26/18	Ground floor existing ventilation and comfort cooling layout. CLOSED until 2034	5314/M513	1 plan	Apr 2013
IALS/11/26/19	Level 3: existing water and drainage services layout. CLOSED until 2034	5314/M520	1 plan	Mar 2013
IALS/11/26/20	Level 2: existing water and drainage services layout. CLOSED until 2034	5314/M521	1 plan	Mar 2013
IALS/11/26/21	Level 1: existing water and drainage services layout. CLOSED until 2034	5314/M522	1 plan	Apr 2013
<b>IALS/11/27</b>	<b>Nigel Burgess Associates: phase 2 PROJECT NO 5314 Electrical services</b>			<b>2013</b>
IALS/11/27/1	List of plan drawings		1 document	2013
IALS/11/27/2	Electrical symbols sheet. CLOSED until 2034	5314/E100	1 plan	Apr 2013
IALS/11/27/3	Existing and proposed electrical distribution schematic and L1 and L2 riser details. CLOSED until 2034	5314/E101	1 plan	Apr 2013
IALS/11/27/4	Miscellaneous details. CLOSED until 2034	5314/E102	1 plan	Apr 2013
IALS/11/27/5	Level 1 proposed lighting, emergency lighting and fire alarm layout. CLOSED until 2034	5314/E200	1 plan	Apr 2013
IALS/11/27/6	Level 2 proposed lighting, emergency lighting and fire alarm layout. CLOSED until 2034	5314/E201	1 plan	Apr 2013
IALS/11/27/7	Level 1 proposed small power and ancillary services layout. CLOSED until 2034	5314/E300	1 plan	Apr 2013

Reference	Description	Plan no.	Extent	Dates
IALS/11/27/8	Level 2 proposed small power and ancillary services layout. CLOSED until 2034	5314/E301	1 plan	Apr 2013
IALS/11/27/9	Ground floor Council Chamber proposed electrical services modifications. CLOSED until 2034	5314/E302	1 plan	Apr 2013
IALS/11/27/10	Level 1 existing electrical services and stripout layout. CLOSED until 2034	5314/E500	1 plan	Apr 2013
IALS/11/27/11	Level 2 existing electrical services and stripout layout. CLOSED until 2034	5314/E501	1 plan	Apr 2013
<b>IALS/11/28</b>	<b>BDP: Proposal relating to IALS/refurbishment</b>		<b>1 o/s brochure</b>	<b>2016</b>
IALS/11/28/1	'Proposal for Design and Project Management Services for the Refurbishment of 17 Russell Square'. . . . . CLOSED until 2037		1 brochure	Jan 2016

## **IALS/12: Photographs and Portraits, with related correspondence, n.d.; 1869-1997**

Extent and form: 5 framed portraits, 2 albums, 3 archive boxes of loose photographs and papers, 7 JPEG files.

System of arrangement: where there are different versions of a similar subject, the items have been sub-numbered 1,2, 3 etc.

Access: open other than photographs of individuals, which are closed for 75 years to comply with the Data Protection Act. **Closed items are designated in red.**

Copyright: copyright is stated in the item list where known: refer to individual item descriptions.

Archival history: the bulk of these photographs and negatives, plus some related correspondence, were passed to the Archives by the Institute Librarian in 1999. The subject matter of all material has been identified, but it has not always been possible to establish dates, provenance and copyright. Items IALS/12/25-28 were passed to the IALS in 2004 by Juliet Fussell. No identifications were included with the photographs and the accession register for 2004 is missing so no further information is available. Item IALS/12/33 was presented by Prof A L Diamond in 2001.

Item list:



Reference	Description	Extent and format	Dates
IALS/12/1	Framed black and white photograph of a portrait of Sir David Hughes-Parry, Director 1947-1959	1 framed photograph	n.d.
IALS/12/2	Framed black and white photograph of the Rt Hon Lord du Parcq, member of the Committee of Management, 1948-49. Taken while a Lord Justice of Appeal. With name plate. [Note: frame is loose]  <u>Copyright:</u> Walter Stoneman, London	1 framed photograph	n.d.
IALS/12/3a-b	Undated colour photograph (2 copies) of portrait of Sir Norman Anderson, Director 1960-1976. With negatives. Originally filed inside the cover of the album at IALS/12/10.  <u>Copyright:</u> DAK Panatonic  The original portrait hangs in the Hughes Parry Council Chamber at the Institute	2 photographs	n.d.
IALS/12/4	Colour photograph of Sir Norman Anderson	1 photograph	n.d.
IALS/12/5a-b	K Howard Drake, Secretary and Librarian 1947-1967: studio photograph (2 copies, one with soft frame), with negatives and covering letter. Removed from IALS/3/13  <u>Copyright:</u> Studio Jeunesse Ltd, London	2 photographs, 1 framed	1972
IALS/12/6a-b	K Howard Drake: undated photo (two copies) of a snapshot taken with Dr William B Slim, Foreign Law Librarian, Los Angeles County hall Library (2 copies). Removed from IALS/3/13	1 photograph	n.d.
IALS/12/7/1-2	Two photographs of the interior of the IALS Library. Removed from IALS/4/7	2 photographs	c.1960s
IALS/12/8a-b	Two photographs entitled "University of London redevelopment: Law Institute, DM 249/2"  <u>Copyright:</u> Donald Mill	2 photographs	n.d.
IALS/12/9	Photograph of IALS building taken from Bedford Way  <u>Copyright:</u> Frank Dabba Smith, Northwood, Middx	1 photograph	n.d.
IALS/12/10a-b	Two photographs of the Institute taken from Russell Square. One marked "W Blumenthal, U of Denver[?], College of Law, March 1985"  <u>Copyright:</u> W Blumenthal	2 photographs	1985

Reference	Description	Extent and format	Dates
IALS/12/11	Album entitled "Official opening of Charles Clore House Thursday 1 April 1976 by H M Queen Elizabeth, Chancellor of the University of London". With captions.  <u>Copyright</u> : Paul Fox	1 album	1976
IALS/12/12	Correspondence relating to acquisition of items IALS/12/7-10.	1 file	1989
IALS/12/13/1-05	Photographs of H M the Queen Mother at the opening of Charles Clore House, 1 <sup>st</sup> Apr 1976. Removed from IALS/1/6	5 photographs	1976
IALS/12/14	Folder of photographs, with covering letter and handwritten list of some of the contents, of the 40 <sup>th</sup> anniversary visit to the Institute of the Chancellor, HRH the Princess Anne, on 23 Oct 1986. Passed to the Institute by Hugh Patterson.  <u>Copyright</u> : Sky Photographic Services, London	1 folder	1986
IALS/12/15	Glass slides of the above	1 folder of glass slides	1986
IALS/12/16	Album of photographs of the 9 <sup>th</sup> International Congress of FIDE (International Federation for European Law), 25 <sup>th</sup> -27 <sup>th</sup> Sept 1980). J A Boxhall and Sir Jack Jacobs were members.	1 album	1980
IALS/12/17	Photograph album containing a typescript history of IALS at 25/26 Russell Square and 23 photographs of interior and exterior of the building. Photographs taken by David K Gough, prior to the move to Charles Clore House.  Includes 2 loose photographs and captions. <u>Copyright</u> <u>David K Gough</u>	1 album	1975
IALS/12/18	Construction site for [Charles Clore House and Institute of Education?]	1 photograph	1971
IALS/12/19	Framed black and white photograph of Professor HF Jolowicz, Chairman of the Library Sub-Committee, 1947-1954	1 framed photograph	[1940s?]
IALS/12/20	Framed black and white photograph of Professor FH Lawson, Chairman of the Library Sub-Committee, 1954-1972	1 framed photograph	[1950s?]

Reference	Description	Extent and format	Dates
IALS/12/21	Framed black and white photograph of Sir Otto Kahn-Freund, Chairman of the Library Sub-Committee, 1972-1978	1 framed photograph	[1950s?]
IALS/12/22	Photograph: Plaque on wall of 25/26 Russell Square stating that IALS has moved to 17 Russell Square. Handwritten note on original envelope indicates "This was to be endplate to 25/28/28 album".	1 photograph	[1975]
IALS/12/23	Envelope containing photographs: "17 Russell Sq inside and out". Includes photographs of exterior, and interior inc library, library office, staff room.	Envelope of 27 photographs	1976-1978
IALS/12/24	Envelope containing black and white photographs of the Reading Rooms in 25 Russell Square. <u>Copyright:</u> Heals Contracts Ltd	Envelope of photographs	[c1948]
IALS/12/25	Folder of photographs and negatives of Nuffield Fellows, including presentations. CLOSED until 2069 <u>Copyright:</u> Konica	1 folder of photographs	1993-1994
IALS/12/26	Folder of photographs of [attendees?], Government Legal Advisors Course run by Sir William Dale. CLOSED until 2079 <u>Copyright:</u> Sky Photographic Services Ltd, London	1 folder of photographs	n.d. (pre 2004)
IALS/12/27	Folder of photographs and negatives of [attendees?], Commonwealth Young Lawyers Course (run as part of the International and Professional Training Unit (IPTU) by Hilary Lewis Ruttley and Peter Slynn). CLOSED until 2079 <u>Copyright:</u> Sky Photographic Services Ltd, London	1 folder of photographs	n.d. (pre 2004)
IALS/12/28 Pts 1-2	Folder containing invitation, arrangements, guest list, programme and costs plus folder of photographs of the visit of HRH the Princess Royal to the IALS on 11 June 1997 to mark the 50th Anniversary of the Institute and the launch of the Society for Advanced Legal Studies. Photographs CLOSED until 2062. <u>Copyright:</u> Cameo Photography, London	1 folder of photographs	1997
IALS/12/29	Photograph of the American Association of Law Libraries, Osgoode Hall, Toronto, Canada, including K Howard Drake. CLOSED until 2040	1 o/s/ photograph	8 Jul 1952

Reference	Description	Extent and format	Dates
IALS/12/30	Selden Society <i>List of Members and Rules</i> , with photograph of K Howard Drake, Secretary 1951-1967, inside front cover. Found among the papers of K Howard Drake  <u>Copyright</u> : Selden Society	1 photograph	1970
IALS/12/31	25-26 Russell Square: first premises of the Institute. Found among the papers of K Howard Drake. 3 copies	1 photograph	1947-1976
IALS/12/32	Certificates of authentication from Christies' Contemporary Art of limited edition prints + biographical notes on the artists, relating to prints formerly displayed in the Senior Common Room Christies' Contemporary Art (with note by IALS Staff member stating that whereabouts of prints unknown)	Folder of prints	n.d.
IALS/12/33	Cartoons and pen portraits of Henry Hawkins QC, Chief Justice Bovill, the Hon Sir Robert Lush, Sir Henry James, Sir Frederick Pollock, Sir Thomas Erskine May and the Rt Hon Sir Alexander J E Cockburn, Bart, with accompanying articles extracted from <i>Vanity Fair</i> . The accompanying note states; "The Spy and other cartoons in the corridor outside the Howard Drake Room were extracted from issues of Vanity Fair 1869-1874 and were presented by Prof A L Diamond."	Folder of cartoons	1869-1872
IALS/12/34	Postcard size photos of the interior and exterior of the New Zealand Soldiers Club, 17 Russell Square before it became the IALS). On the back of one postcard is a pencil inscription "(17?) Russell square Bloomsbury happy days they were". Also 2 photos of "Instructions to canteen workers"	6 postcards; 8 JPEG files; 1 BMP file	n.d. (1914-1918?)
IALS/12/35	File containing photos of staff, 25/25 Russell Square, c.1955. With identifications. Formerly in an envelope. CLOSED until 2030	1 folder of 6 photographs	c.1955
IALS/12/36	File (formerly in an envelope) containing photos of staff, 25/25 Russell Square, c.1975. With identifications. CLOSED until 2050	1 folder of 11 photographs	c.1975
IALS/12/37	Eight photos of models of proposed building 1960s new building construction. Removed from IALS/1/23/46	1 folder of 8 photographs	1960s

Reference	Description	Extent and format	Dates
IALS/12/38	File (formerly in an envelope) containing photos of staff in the new building, 17 Russell Square, n.d. With some identifications CLOSED until 2052	1 folder of 22 photographs	c.1976
IALS/12/39	File with note "M H return from Lagos", containing photos of a reception, n.d. With note stating "Muriel Anderson spent some time advising at the Nigerian IALS in Lagos". CLOSED until 2054  Copyright: Kodak	1 folder of 6 photographs	1978
IALS/12/40	Envelope marked "Japanese visitors July 79 & Apr 77", containing 2 photos with identifications. CLOSED until 2060	1 folder of 2 photographs	1977; 1979
IALS/12/41	Envelope marked "JNDA [Sir Norman Anderson] SMB retirement party", containing photos of a staff party, n.d., with some identifications and portrait. CLOSED until 2054  Copyright: Kodak	1 folder of 12 photographs	c.1978
IALS/12/42	File marked "JNDA portrait unveiling by Lord Scarman", 27 June 1978, containing guest list and several envelopes of photos with identifications (including Lord Scarman, Charles Hardaker (the artist), Sir Robert Megarry, Lord Diplock and Lord Morris. CLOSED until 2053  Copyright: Kodak	1 folder of 23 photographs	1978
IALS/12/43	Envelope marked "A Musica retirement" undated but originally filed with the above so presumably 1978? CLOSED until 2053  Copyright: Kodak	1 folder of 3 photographs	n.d.
IALS/12/44	Envelope marked "V S Barratt [or Barret] retirement" undated but originally filed with the above so presumably 1978? CLOSED until 2053	1 folder of 3 photographs	n.d.
IALS/12/45	Envelope marked "Schwarzenberger Prize", containing 3 photos of the presentation, 1 July 1980. With identifications including Prof Rudolph Schwarzenberger, Prof Diamond and Hon Mr Justice Goulding	1 folder of 3 photographs	1980
IALS/12/46	Envelope marked "David Gee & Steven Whittle: photos for distance services publicity, ca 1995?", containing photos of DG and SW. CLOSED until 2070	1 folder of 7 photographs	c.1995

Reference	Description	Extent and format	Dates
IALS/12/47	Photo of 5 staff with only one I.D. - "Ade". CLOSED until 2099	1 folder of 1 photograph	n.d.
IALS/12/48	Framed signed portrait of H M The Queen Mother on the occasion of her visit to open Charles Clore House in 1976 Copyright: Sebastian D'Orsay Ltd, London W8 4E4	o/s portrait	1976

### **IALS/13: Printed and Published Papers produced by or concerning the Institute, 1947-2019**

Extent and form: 16 volumes, 94 booklets, 5 pamphlets, 19 PDF files. This is a hybrid series that contains both paper and digital files.

Access: open

Immediate source of acquisition: all PDF files were downloaded from the IALS website in 2020.

#### **IALS/13/1: IALS Annual Reports 1947-2020**

Extent and form: 2 volumes; 34 booklets; 13 PDF files

Scope and contents: the annual reports are produced in accordance with the academic year and therefore run 1 August to 31 July. There are two versions of the 2006-2007 annual report: the initial print run and then the corrected reprint. Both have been preserved here: IALS/13/1/33 should be taken as the official copy.

Access: open

Item list:

Reference	Description	Extent and form	Dates
IALS/13/1/1	IALS First - Eighteenth Annual Reports	1 bound volume	1947-1965
IALS/13/1/2	IALS Nineteenth - Thirtieth Annual Reports	1 bound volume	1966-1977
IALS/13/1/3	IALS Thirty First Annual Report	1 booklet	1977-1978
IALS/13/1/4	IALS Thirty Second Annual Report	1 booklet	1978-1979
IALS/13/1/5	IALS Thirty Third Annual Report	1 booklet	1979-1980
IALS/13/1/6	IALS Thirty Fourth Annual Report	1 booklet	1980-1981
IALS/13/1/7	IALS Thirty Fifth Annual Report	1 booklet	1981-1982
IALS/13/1/8	IALS Thirty Sixth Annual Report	1 booklet	1982-1983
IALS/13/1/9	IALS Thirty Seventh Annual Report	1 booklet	1983-1984
IALS/13/1/10	IALS Thirty Eighth Annual Report	1 booklet	1984-1985

<b>Reference</b>	<b>Description</b>	<b>Extent and form</b>	<b>Dates</b>
IALS/13/1/11	IALS Thirty Ninth Annual Report	1 booklet	1985-1986
IALS/13/1/12	IALS Fortieth Annual Report	1 booklet	1986-1987
IALS/13/1/13	IALS Annual Report 1987-1988	1 booklet	1987-1988
IALS/13/1/14	IALS Annual Report 1988-1989	1 booklet	1988-1989
IALS/13/1/15	IALS Annual Report 1989-1990	1 booklet	1989-1990
IALS/13/1/16	IALS Annual Report 1990-1991	1 booklet	1990-1991
IALS/13/1/17	IALS Annual Report 1991-1992	1 booklet	1991-1992
IALS/13/1/18	IALS Annual Report 1992-1993	1 booklet	1992-1993
IALS/13/1/19	IALS Annual Report 1993-1994	1 booklet	1993-1994
IALS/13/1/20	IALS Annual Report 1994-1995	1 booklet	1994-1995
IALS/13/1/21	IALS Annual Report 1995-1996	1 booklet	1995-1996
IALS/13/1/22	IALS Annual Report 1996-1997	1 booklet	1996-1997
IALS/13/1/23	IALS Annual Report 1997-1998	1 booklet	1997-1998
IALS/13/1/24	IALS Annual Report 1998-1999	1 booklet	1998-1999
IALS/13/1/25	IALS Annual Report 1999-2000	1 booklet	1999-2000
IALS/13/1/26	IALS Annual Report 2000-2001	1 booklet	2000-2001
IALS/13/1/27	IALS Annual Report 2001-2002	1 booklet	2001-2002
IALS/13/1/28	IALS Annual Report 2002-2003	1 booklet	2002-2003
IALS/13/1/29	IALS Annual Report 2003-2004	1 booklet	2003-2004
IALS/13/1/30	IALS Annual Report 2004-2005	1 booklet	2004-2005
IALS/13/1/31	IALS Annual Report 2005-2006	1 booklet	2005-2006
IALS/13/1/32	IALS Annual Report 2006-2007: first version	1 booklet	2006-2007
IALS/13/1/33	IALS Annual Report 2006-2007: reprint	1 booklet	2006-2007
IALS/13/1/34	IALS Annual Report 2007–2008	1 booklet; 1 PDF file	2007-2008
IALS/13/1/35	IALS Annual Report 2008–2009	1 booklet; 1 PDF file	2008-2009
IALS/13/1/36	IALS Annual Report 2009-2010	1 booklet; 1 PDF file	2010
IALS/13/1/37	IALS Annual Report 2010-2011	1 booklet; 1 PDF file	2011
IALS/13/1/38	IALS Annual Report 2011-2012	1 booklet; 1 PDF file	2012
IALS/13/1/39	IALS Annual Report 2012-2013	1 booklet; 1 PDF file	2013
IALS/13/1/40	IALS Annual Report 2013-2014	1 PDF file	2014

Reference	Description	Extent and form	Dates
IALS/13/1/41	IALS Annual Report 2014-2015	1 PDF file	2015
IALS/13/1/42	IALS Annual Report 2015-2016	1 PDF file	2016
IALS/13/1/43	IALS Annual Report 2016-2017	1 PDF file	2017
IALS/13/1/44	IALS Annual Report 2017-2018	1 PDF file	2018
IALS/13/1/45	IALS Annual Report 2018-2019	1 PDF file	2019
IALS/13/1/46	IALS Annual Report and Statistics 2019-2020	1 PDF file	2020

### **IALS/13/2: IALS *Bulletin*, 1988-1997**

Extent and form: 25 booklets; 25 PDF files (56.1 MB). This is a hybrid series that contains both paper and digital files.

Immediate source of acquisition: digital versions passed to the Archives by the IALS Library in 2024.

Access: open

Related material: a full set is also held in the IALS Library.

#### Item list:

Reference	Description	Extent and Format	Dates
IALS/13/2/1	IALS <i>Bulletin</i> , Issue 1	1 booklet; 1 PDF file	Spring Term 1988-89
IALS/13/2/2	IALS <i>Bulletin</i> , Issue 2	1 booklet; 1 PDF file	Summer Term 1988-89
IALS/13/2/3	IALS <i>Bulletin</i> , Issue 3	1 booklet; 1 PDF file	Autumn Term 1988-89
IALS/13/2/4	IALS <i>Bulletin</i> , Issue 4	1 booklet; 1 PDF file	Spring Term 1989-90
IALS/13/2/5	IALS <i>Bulletin</i> , Issue 5	1 booklet; 1 PDF file	Summer Term 1989-90
IALS/13/2/6	IALS <i>Bulletin</i> , Issue 6	1 booklet; 1 PDF file	Autumn Term 1990-91
IALS/13/2/7	IALS <i>Bulletin</i> , Issue 7	1 booklet; 1 PDF file	Spring Term 1991
IALS/13/2/8	IALS <i>Bulletin</i> , Issue 8	1 booklet; 1 PDF file	April 1991
IALS/13/2/9	IALS <i>Bulletin</i> , Issue 9	1 booklet; 1 PDF file	October 1991
IALS/13/2/10	IALS <i>Bulletin</i> , Issue 10	1 booklet; 1 PDF file	January 1992
IALS/13/2/11	IALS <i>Bulletin</i> , Issue 11	1 booklet; 1 PDF file	April 1992
IALS/13/2/12	IALS <i>Bulletin</i> , Issue 12	1 booklet; 1 PDF file	October 1992
IALS/13/2/13	IALS <i>Bulletin</i> , Issue 13	1 booklet; 1 PDF file	January 1993
IALS/13/2/14	IALS <i>Bulletin</i> , Issue 14	1 booklet; 1 PDF file	April 1993
IALS/13/2/15	IALS <i>Bulletin</i> , Issue 15	1 booklet; 1 PDF file	October 1993
IALS/13/2/16	IALS <i>Bulletin</i> , Issue 16	1 booklet; 1 PDF file	January 1994



Reference	Description	Extent and Format	Dates
IALS/13/2/17	IALS <i>Bulletin</i> , Issue 17	1 booklet; 1 PDF file	April 1994
IALS/13/2/18	IALS <i>Bulletin</i> , Issue 18	1 booklet; 1 PDF file	October 1994
IALS/13/2/19	IALS <i>Bulletin</i> , Issue 19	1 booklet; 1 PDF file	January 1995
IALS/13/2/20	IALS <i>Bulletin</i> , Issue 20	1 booklet; 1 PDF file	May 1995
IALS/13/2/21	IALS <i>Bulletin</i> , Issue 21	1 booklet; 1 PDF file	October 1995
IALS/13/2/22	IALS <i>Bulletin</i> , Issue 22	1 booklet; 1 PDF file	January 1996
IALS/13/2/23	IALS <i>Bulletin</i> , Issue 23	1 booklet; 1 PDF file	May 1996
IALS/13/2/24	IALS <i>Bulletin</i> , Issue 24	1 booklet; 1 PDF file	October 1996
IALS/13/2/25	IALS <i>Bulletin</i> , Issue 25	1 booklet; 1 PDF file	January 1997

### **IALS/13/3: IALS Annual Review, 2014-2023**

Extent and form: 1 booklet; 10 PDF files. This is a hybrid series that contains both paper and digital files.

Immediate source of acquisition: the PDF files were downloaded from the IALS/website in 2020/21.

Item list:

Reference	Description	Extent and form	Dates
IALS/13/3/1	<i>IALS Annual Review 2014</i>	1 booklet; 1 PDF file	2014
IALS/13/3/2	<i>IALS Annual Review 2015</i>	1 PDF file	2015
IALS/13/3/3	<i>IALS Annual Review 2016</i>	1 PDF file	2016
IALS/13/3/4	<i>IALS Annual Review 2017</i>	1 PDF file	2017
IALS/13/3/5	<i>IALS Annual Review 2018</i>	1 PDF file	2018
IALS/13/3/6	<i>IALS Annual Review 2019</i>	1 PDF file	2019
IALS/13/3/7	<i>IALS Annual Review 2020</i>	1 PDF file	2020
IALS/13/3/8	<i>IALS Annual Review 2021</i>	1 PDF file	2021
IALS/13/3/9	<i>IALS Annual Review 2022</i>	1 PDF file	2022
IALS/13/3/10	<i>IALS Annual Review 2023</i>	1 PDF file	2023

### **IALS/13/4: University of London Intercollegiate Postgraduate Law Society Directory 1989-1995**

Extent and form: 7 booklets

Scope and contents: initially printed by IALS. The Society was also known as the Postgraduate Law Society and the University of London Law Society.

Item list:

Reference	Description	Dates
IALS/13/4/1	<i>Directory</i> , June 1987-88	1989
IALS/13/4/2	<i>Directory</i> , June 1989	1989
IALS/13/4/3	<i>Directory</i> , 1989-90	1989
IALS/13/4/4	<i>Directory</i> , 1990-91	1990
IALS/13/4/5	<i>Directory</i> , 1991-92	1991
IALS/13/4/6	<i>Directory</i> , 1992-93	1992
IALS/13/4/7	<i>Directory</i> , 1993-94	1993
IALS/13/4/8	<i>Directory</i> , 1994-95	1994

### **IALS/13/5: IALS and SAS information pamphlets 20<sup>th</sup> century**

Extent and form: 9 pamphlets

Access: open

Related material: promotional material and literature for the Library is found at IALS/17. The first Prospectus (1948) can be found at IALS/1/4.

Item list:

Reference	Description	Extent and form	Dates
IALS/13/5/1a-b	IALS Profile	2 leaflets	n.d.
IALS/13/5/2a-b	<i>IALS Subscription services</i>	leaflet	n.d.; 1990
IALS/13/5/3	<i>ULIAS: A Guide to University of London Institutes for Advanced Study</i> , University of London, 1991	leaflet	1991
IALS/13/5/4	<i>1992-1993 at IALS</i>	leaflet	1992
IALS/13/5/5	Prospectus: <i>The Institute of Advanced legal Studies</i> , n.d.	leaflet	[c1988/89]
IALS/13/5/6	Institute of Advanced Legal Studies: <i>Regulations</i>	2 leaflets	1976; 1990s
IALS/13/5/7 a-b	IALS: <i>Postgraduate Online Training</i>	Leaflet; bookmark	n.d.
IALS/13/5/8	IALS, School of Advanced Study: <i>MA in Taxation Law, Administration &amp; Practice</i>	Leaflet	n.d.
IALS/13/5/9	IALS: International and Professional Training Unit	Leaflet	n.d.

### **IALS/13/6: IALS Essentials (staff newsletter), 1990s**

Extent and form: 1 folder

Scope and contents: during the 1990s a staff newsletter was produced, titled *Essentials IALS* and undated. Copies were found among the IALS Secretary's papers. They appear to also have been aimed at all IALS Staff. There is no indication as to when or why production was discontinued.

Related material: this newsletter may have been the precursor to the *IALS Library News* (see IALS/16), as no copies of the *Library News* are extant for the 1990s.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/13/6	IALS Essentials – Newsletter nos 1-8	1990s

### **IALS/13/7 IALS Strategic Plan, 2004-2019**

Extent and form: 3 PDF files

Immediate source of acquisition: IALS/13/7/1-2 were located as word documents in the IALS Shared drive in 2019 and converted to PDF files by the Archivist in 2021. IALS/13/7/3 was downloaded from the IALS website in 2020.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/13/7/1	<i>IALS Strategic Plan, 2004-2009</i>	10 Feb 2004
IALS/13/7/2	<i>IALS Strategic Plan, 2006-2011</i>	7 Feb 2006
IALS/13/7/3	<i>IALS Strategic Plan, 2015-2019</i>	n.d.

### **IALS/13/8: Research working papers 1991-1997**

Extent and form: 7 booklets

Scope and contents: these working papers were the product of “work in progress arising out of the Institute’s research programmes and the research work of its Visiting Fellows and scholars” (IALS/13/8/1). The research series focused on all work “undertaken by or under the aegis of the Institute” (IALS/13/8/1). other than Legal Skills which were published separately (see IALS/13/7).

Related material: copies of some of these publications are held in the IALS Library. Please refer to the Library catalogue.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/13/8/1	Noreen Burrows, Hilary Hiram and Jenna Brown, <i>Implementing European Community Law: Official Control of Foodstuffs</i> , Castle Cary Press, Somerset, 1993	1993

Reference	Description	Dates
IALS/13/8/2	Christopher Vincenzi, <i>Implementing Community Law: Free Movement Rights in the United Kingdom Directive 90/364: A Case Study</i> , Castle Cary Press, Somerset 1994	1994
IALS/13/8/3	Spring Yuan Ching Fung & Anthony Watson-Brown, <i>The Template: A Guide for the Analysis of Complex Legislation</i> , Quorn Litho, Leics, 1994	1994
IALS/13/8/4	T Daintith (ed), <i>Constitutional Implications of Executive Self-Regulation: Comparative Experience</i> , IALS, 1996	1996
IALS/13/8/5	T Daintith (ed), <i>Constitutional Implications of Executive Self-Regulation: the New Administrative Law</i> , IALS, 1997	1997
IALS/13/8/6	Susan Bright and Maurice Sunkin, <i>Commercial Sponsorship of Legal Education</i>	1991
IALS/13/8/7	Patricia Hassett, <i>Using Expert System technology to Improve Bail Decisions</i>	1992

### **IALS/13/9: Union Lists and Guides to the Location of Sources 1949-1978**

Extent and form: 12 booklets

Scope and contents: one of the primary objectives for the Institute of Advanced Legal Studies, as outlined in the Lord Chancellor's Committee 1934 was the "making the contents of other law libraries as well as its own known and available to "approved readers." (IALS/13/9/1). The 3 Union Lists were the primary means of achieving this aim. Commencing with the *Union List of Legal Periodicals: A Location Guide to Holdings of Legal Periodicals in Libraries in the United Kingdom*, published in 1949, these publications went on to encompass Commonwealth and South African, United States, Air and Space, and Western European Law Literature. In addition, in 1974 and 1975 lists were compiled of holdings in London Libraries.

Access: open

Related material: copies of some of these publications are held in the IALS Library. Please refer to the Library catalogue.

Item list:

Reference	Description	Dates
IALS/13/9/1	Survey of Libraries Holdings of Legal Periodicals, Preliminary Edition, January 1949	1949
IALS/13/9/2	IALS Publication No 1: Union List of Legal Periodicals: A Location Guide to Holdings of Legal Periodicals in Libraries in the United Kingdom	1949
IALS/13/9/3	Union List of Legal Periodicals: A Location Guide to Holdings of Legal Periodicals in Libraries in the United Kingdom, 2 <sup>nd</sup> edition	1957

Reference	Description	Dates
IALS/13/9/4	Union List of Legal Periodicals: A Location Guide to Holdings of Legal Periodicals in Libraries in the United Kingdom, 3 <sup>rd</sup> edition	1968
IALS/13/9/5	Union List of Legal Periodicals: A Location Guide to Holdings of Legal Periodicals in Libraries in the United Kingdom, 4 <sup>th</sup> edition	1978
IALS/13/9/6	IALS Publication No. 2: Union List of Commonwealth Law Literature in Libraries in Oxford, Cambridge and London	1952
IALS/13/9/7	Union List of Commonwealth and South African Law: A Location Guide to Commonwealth and South African Legislation, Law Reports and Digests held by Libraries in the United Kingdom at May 1963.	1963
IALS/13/9/8	IALS Publication No 3: Union List of United States Law Literature in Libraries in Oxford, Cambridge and London	1954
IALS/13/9/9	Union List of United States Law Literature in Libraries in Oxford, Cambridge and London, 2 <sup>nd</sup> edition	1967
IALS/13/9/10	Union List of Air and Space Law Literature in the Libraries of Oxford, Cambridge and London. <u>WANTING</u>	
IALS/13/9/11	Union List of Air and Space Law Literature in the Libraries of Oxford, Cambridge and London, 2 <sup>nd</sup> edition	1975
IALS/13/9/12	Union List of West European Legal Literature: Publications held by Libraries in Oxford, Cambridge and London	1966
IALS/13/9/13	Finding list of primary source materials for British and Irish law held by London Libraries	1974
IALS/13/9/14	Supplement to Finding List of Primary Source Materials for British and Irish Law held by London Libraries	1975

### **IALS/13/10: Legal Research in the United Kingdom 1905-1988**

Extent and form: 1 volume, 4 folders

Scope and contents: IALS first began collating information about current and completed research in 1948, making the findings available annual from 1950. To date, IALS has also issued three lists of completed legal research topics, covering 1935-1961, 1961-1966 and 1905-1984. Only the last of these is represented below.

Access: open

Related material: other collations of legal research by IALS, published annually and entitled *List of current legal research topics: being topics forming the subject of research by students for degrees in universities and polytechnics in the United Kingdom* are available in the IALS Library. Please refer to the library catalogue for further information.

Item list:

Reference	Description	Extent and form	Dates
IALS/13/10/1	<i>Legal research in the UK 1905-1984</i> , IALS/1985	1 volume	1985
IALS/13/10/2	Lists of current legal research topics, editions 1-14	1 folder	1951-1966
IALS/13/10/3	Lists of current legal research topics, editions 15-26	1 folder	1967-1977
IALS/13/10/4	Lists of current legal research topics, editions 27-32	1 folder	1978-1984
IALS/13/10/5	Lists of current legal research topics, editions 33-36	1 folder	1985-1988

### **IALS/13/11: Lists of Official Committees, Commissions and Other Bodies Concerned with the Reform of the Law 1964-1979**

Extent and form: 1 folder

Scope and contents: this list was first issued in 1963/4 and focused on the UK. By 1967, the fourth edition covered committees in Commonwealth countries and the Republic of Ireland. (WA Steiner: *The Institute of Advanced Legal Studies of the University of London 1947-1976*).

Related material: the archive collection comprises the 1<sup>st</sup> and 3<sup>rd</sup>-9<sup>th</sup> editions. Other issues are available in the IALS Library. Please refer to the library catalogue for further information.

Access: open

Item list:

Reference	Description	Dates
IALS/13/11/1	<i>Official Committees, Commissions and Other Bodies Concerned with the Reform of the Law</i> , 1 <sup>st</sup> , 3 <sup>rd</sup> -9 <sup>th</sup> editions	May 1964- June 1979

### **IALS/13/12: IALS Research Publications 1956-2020**

Extent and form: 20 volumes; 4 PDF files. This is a hybrid series that contains both paper and digital files.

Scope and contents: research publications either published by or in co-operation with the Institute of Advanced Legal Studies.

Access: open

Item list:

Reference	Description	Extent and format	Dates
IALS/13/12/1	<i>A Bibliographical Guide to the Law of the United Kingdom, The Channel Islands and the Isle of Man</i>	1 volume	1956
IALS/13/12/2	<i>Manual of Legal Citations, Part I: The British Isles</i>	1 volume	1959
IALS/13/12/3	<i>Manual of Legal Citations, Part II: The British Commonwealth</i>		1960

Reference	Description	Extent and format	Dates
IALS/13/12/4	Louis Loss (ed) <i>Multinational Approaches – Corporate Insiders, Second International Law Securities Conference</i>	1 volume	1975
IALS/13/12/5	Frank Wooldridge, <i>Groups of Companies: The Law and Practice in Britain, France and Germany</i>	1 volume	1981
IALS/13/12/6	Tom Hadden, <i>The Control of Corporate Groups</i>	1 volume	1983
IALS/13/12/7	Sir William Dale (ed) <i>British and French Statutory Drafting: The Proceedings of the Franco-British Conference of 7 and 8 April 1986</i>	1 volume	1986
IALS/13/12/8	Terence Daintith, 'Legal research and Legal values', revised version of an inaugural lecture delivered at IALS on Nov 1, 1988, <i>Modern Law Review</i> , May 1989	1 volume	1989
IALS/13/12/9	Judith Freedman and Michael Godwin, <i>Legal Form, Tax and the Micro Business</i>	1 volume	1991
IALS/13/12/10	Fiona Macmillan Patfield, <i>Perspectives on Company Law: 1</i>	1 volume	1995
IALS/13/12/11	Barry Rider, <i>Law at the Centre: the Institute of Advanced Legal Studies at Fifty</i> , Kluwer Law International, 1999	1 volume	1999
IALS/13/12/12	W A Steiner, <i>The Institute of Advanced Legal Studies of the University of London 1947-1976</i> , IALS, 2000	1 volume; 1 PDF file	2000
IALS/13/12/13	Richard Moorhead, Professor Avrom Sherr and Sarah Rogers, <i>Compensation for inadequate Professional Services</i> , IALS, Apr 2000	1 volume	2000
IALS/13/12/14	Dr Constantin Stefanou and Dr Helen Xanthaki (eds) <i>Manual in European Union Approximation</i>	1 volume	2005
IALS/13/12/15	Dr Helen Xanthaki, <i>Expanding Your Company in France, Italy and Greece</i>	1 volume	2002
IALS/13/12/16	Linden Thomas and Nick Johnson (eds), <i>The Clinical Education Handbook</i> , University of London Press, 2020	1 volume	2020
IALS/13/12/17	Elizabeth Dawson, <i>The Admission of Women into the Legal Profession: A guide to archival sources at IALS</i> , IALS	1 PDF file	n.d.

Reference	Description	Extent and format	Dates
IALS/13/12/18	Clare Cowling, <i>Guide to the Records of Legal Education Archives at the Institute of Advanced Legal Studies</i> , IALS, 1998	1 folder; 1 PDF file	1998; revised 2002
IALS/13/12/19	Clare Cowling, <i>Legal Records at Risk: A strategy for safeguarding our legal heritage</i> , University of London Press, IALS, 2019	1 volume; 1 PDF file	2019
IALS/13/12/20	Lisa Webley, <i>A Review of the Literature on Family Mediation for England and Wales, Scotland, the Republic of Ireland, France and the United States</i> , prepared for the Lord Chancellor's Advisory Committee on Legal Education and Conduct, IALS, 1998	1 Volume	1998
IALS/13/12/21	Tamara Goriely and Pieta Das Gupta with Roger Bowles, <i>Breaking the Code: The impact of legal aid reforms on general civil litigation</i> , supported by a grant from the Nuffield Foundation, IALS, June 2001	1 volume	2001
IALS/13/12/22	Dr Constantin Stefanou and DR Helen Xanthaki (eds), <i>Manual in Legislative Drafting</i> , funded by the Department for International Development, IALS, 2005	1 volume	2005
IALS/13/12/23	K Lipstein (ed), <i>Harmonisation of Private International Law by the E.E.C.</i> , IALS/1978	1 volume	1978
IALS/13/12/24	Dennis Dominic Adjei, IALS Inns of Court Judicial fellow, <i>The Right to Information to Promote Transparency and Accountability, and the Right of Protection provided by International and National Laws within the Ghanaian Context</i>	1 folder	2023

## IALS/14: Library Accession Statistics 1947-2008

Extent and form: 36 volumes

Scope and contents: these volumes are the record of each book purchased or donated to the library.

- For books 1 to 7 data recorded includes: Author; Title; Publisher; Date [of publication]; Price; Source; Vendor/Donor; Accession Number; Remarks. The volumes also include a record of cancelled books.
- Book 8 records Author, Title, etc; Source, Books – Purch[ase], Exch[ange], Gift IALS, Gift IFLP; SerIALS/- Purch[ase], Exch[ange], Gift IALS, Gift IFLP; Remarks.



- From 10 April 1980 (accessions book 8) the recording system was changed and only an overview of the number of books and serIALS is recorded in the volume. Three-quarters of book 8 is blank, with a note indicating that, as of August 1980, the figures are to be recorded in folders.

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/14/1	Accessions book 1: 1 to 29364	1947-[c1971]
IALS/14/2	Accessions book 2: 29364 to 47334	1953-1971
IALS/14/3	Accessions book 3: 47335 to 67415	1957-1976
IALS/14/4	Accessions book 4: 67416 to 87886	1960s – 1970s
IALS/14/5	Accessions book 5: 87900 to 106796	1970s – 1981
IALS/14/6	Accessions book 6: 106798 to 126718	1970s-1981
IALS/14/7	Accessions book 7: 126719 to 143812	1970s - 1981
IALS/14/8	Accessions book 8: 143813 to 150230	1979-1980
IALS/14/9	Accessions Statistics 1 August 1980 - 31 July 1981	1980-1981
IALS/14/10	Accessions Statistics 1 August 1981 - 31 July 1982	1981-1982
IALS/14/11	Accessions Statistics 1 August 1982 - 31 July 1983	1982-1983
IALS/14/12	Accessions Statistics 1 August 1983 - 31 July 1984	1983-1984
IALS/14/13	Accessions Statistics 1 August 1984 - 31 July 1985	1984-1985
IALS/14/14	Accessions Statistics 1 August 1985 - 31 July 1986	1985-1986
IALS/14/15	Accessions Statistics 1 August 1986 - 31 July 1987	1986-1987
IALS/14/16	Accessions Statistics 1 August 1987 - 31 July 1988	1987-1988
IALS/14/17	Accessions Statistics 1 August 1988 - 31 July 1989	1988-1989
IALS/14/18	Accessions Statistics 1 August 1989 - 31 July 1990	1989-1990
IALS/14/19	Accessions Statistics 1 August 1990 - 31 July 1991	1990-1991
IALS/14/20	Accessions Statistics 1 August 1991 - 31 July 1992	1991-1992
IALS/14/21	Accessions Statistics 1 August 1992 - 31 July 1993	1992-1993
IALS/14/22	Accessions Statistics 1 August 1993 - 31 July 1994	1993-1994
IALS/14/23	Accessions Statistics 1 August 1994 - 31 July 1995	1994-1995
IALS/14/24	Accessions Statistics 1 August 1995 - 31 July 1996	1995-1996
IALS/14/25	Accessions Statistics 1 August 1996 - 31 July 1997	1996-1997
IALS/14/26	Accessions Statistics 1 August 1997 - 31 July 1998	1997-1998

Reference	Description	Dates
IALS/14/27	Accessions Statistics 1 August 1998 - 31 July 1999	1998-1999
IALS/14/28	Accessions Statistics 1 August 1999 - 31 July 2000	1999-2000
IALS/14/29	Accessions Statistics 1 August 2000 - 31 July 2001	2000-2001
IALS/14/30	Accessions Statistics 1 August 2001 - 31 July 2002	2001-2002
IALS/14/31	Accessions Statistics 1 August 2002 - 31 July 2003	2002-2003
IALS/14/32	Accessions Statistics 1 August 2003 - 31 July 2004	2003-2004
IALS/14/33	Accessions Statistics 1 August 2004 - 31 July 2005	2004-2005
IALS/14/34	Accessions Statistics 1 August 2005 - 31 July 2006	2005-2006
IALS/14/35	Accessions Statistics 1 August 2006 - 31 July 2007	2006-2007
IALS/14/36	Accessions Statistics 1 August 2007 - 31 July 2008	2007-2008

### **IALS/15: IALS Library Catalogues 1978-1995**

Extent and form: 13 volumes and 58 booklets (4 archive boxes)

Scope and contents: the library collections were originally catalogued onto index cards. A system of microfiche was introduced later before work started to computerise the catalogue. Of these systems, the cards are reproduced in the volumes in IALS/15/1 and the microfiche is represented in the archives at IALS/15/2. Other material in this series is hand lists which were available for use in the Library.

Access: open

#### **IALS/15/1: Catalogues of the Library of the Institute of Advanced Legal Studies 1978**

Extent and form: 6 volumes

Scope and contents: published catalogues which comprise copies of the original library card catalogues (21 cards to a page), arranged alphabetically according to author's surname or subject. The subject catalogues include a List of Subject Headings at the beginning. The final volume includes the staff catalogue, which comprises the staff reference library holdings.

These volumes were created at the instigation of the publishers, as part of a programme to publish the catalogues of key libraries.

Access: open

Item list:

Reference	Description	Dates
IALS/15/1/1	Catalogue of the Library of the Institute of Advanced Legal Studies Author Catalogue volume 1 A-Gn	1978
IALS/15/1/2	Catalogue of the Library of the Institute of Advanced Legal Studies Author Catalogue volume 2 Go-Nev	1978

Reference	Description	Dates
IALS/15/1/3	Catalogue of the Library of the Institute of Advanced Legal Studies Author Catalogue volume 3 New – Z	1978
IALS/15/1/4	Catalogue of the Library of the Institute of Advanced Legal Studies Subject Catalogue volume 4 A – England-H	1978
IALS/15/1/5	Catalogue of the Library of the Institute of Advanced Legal Studies Subject Catalogue volume 5 England-I - N	1978
IALS/15/1/6	Catalogue of the Library of the Institute of Advanced Legal Studies Subject Catalogue volume 6 O-Z; Command Papers; Theses; Staff Catalogue	1978

### **IALS/15/2: Microfiche catalogue 1989**

Extent and form: 1 volume

Scope and contents: three separate strands: author/title; subject; and shelf list.

Appraisal: retained in original housing as an example of the system.

### **IALS/15/3: Lists of Books and Serials Added to the Library 1988-1999**

Extent and form: 51 booklets

Scope and contents: regular print out of material received by the Library, giving bibliographic details and class mark. None appear to be extant for 1996.

Access: open

Item list:

Reference	Description	Date
IALS/15/3/1	Library Accessions List 1988-89, Number One	1988 Aug
IALS/15/3/2	Library Accessions List 1988-89, Number Two	1988 Sept
IALS/15/3/3	Library Accessions List 1988-89, Number Three	1988 Oct
IALS/15/3/4	Library Accessions List 1988-89, Number Four	1988 Nov
IALS/15/3/5	Library Accessions List 1988-89, Number Five	1988 Dec
IALS/15/3/6	Library Accessions List 1988-89, Number Six	1989 Jan
IALS/15/3/7	Library Accessions List 1988-89, Number Seven	1989 Feb
IALS/15/3/8	Library Accessions List 1988-89, Number Eight	1989 Mar
IALS/15/3/9	Library Accessions List 1989-90, Number 1	1989 Aug
IALS/15/3/10	Library Accessions List 1989-90, Number 2	1989 Sept
IALS/15/3/11	Library Accessions List 1989-90, Number 3	1989 Oct
IALS/15/3/12	Library Accessions List 1989-90, Number 4	1989 Nov
IALS/15/3/13	Library Accessions List 1989-90, Number 5	1989 Dec

<b>Reference</b>	<b>Description</b>	<b>Date</b>
IALS/15/3/14	Library Accessions List 1989-90, Number 6	1990 Jan
IALS/15/3/15	Library Accessions List 1989-90, Number 7	1990 Feb
IALS/15/3/16	Library Accessions List 1989-90, Number 8	1990 Mar
IALS/15/3/17	Library Accessions List Summer 1990	1990 Sept
IALS/15/3/18	Library Accessions List October 1990	1990 Oct
IALS/15/3/19	Library Accessions List November 1990	1990 Nov
IALS/15/3/20	List of Books and Serials Added to the Library, October 1991	1991 Oct
IALS/15/3/21	List of Books and Serials Added to the Library, November 1991	1991 Nov
IALS/15/3/22	List of Books and Serials Added to the Library, December 1991	1991 Dec
IALS/15/3/23	List of Books and Serials Added to the Library, January 1992	1992 Jan
IALS/15/3/24	List of Books and Serials Added to the Library, February 1992	1992 Feb
IALS/15/3/25	List of Books and Serials Added to the Library, March 1992	1992 Mar
IALS/15/3/26	List of Books and Serials Added to the Library, April 1992	1992 Apr
IALS/15/3/27	List of Books and Serials Added to the Library, May - Aug 1992	1992 Aug
IALS/15/3/28	List of Books and Serials Added to the Library, Sept - Oct 1992	1992 Oct
IALS/15/3/29	List of Books and Serials Added to the Library, November 1992	1992 Nov
IALS/15/3/30	List of Books and Serials Added to the Library, December 1992	1992 Dec
IALS/15/3/31	List of Books and Serials Added to the Library, January 1993	1993 Jan
IALS/15/3/32	List of Books and Serials Added to the Library, February 1993	1993 Feb
IALS/15/3/33	List of Books and Serials Added to the Library, March 1993	1993 Mar
IALS/15/3/34	List of Books and Serials Added to the Library, April 1993	1993 Apr
IALS/15/3/35	List of Books and Serials Added to the Library, May 1993	1993 May
IALS/15/3/36	List of Books and Serials Added to the Library, June 1993	1993 June
IALS/15/3/37	List of Books and Serials Added to the Library, July 1993	1993 July
IALS/15/3/38	List of Books and Serials Added to the Library, August 1993	1993 Aug
IALS/15/3/39	List of Books and Serials Added to the Library, September to October 1993	1993 Oct

Reference	Description	Date
IALS/15/3/40	List of Books and Serials Added to the Library, November 1993	1993 Nov
IALS/15/3/41	List of Books and Serials Added to the Library, December 1993 to February 1994	1994 Feb
IALS/15/3/42	List of Books and Serials Added to the Library, March to April 1994	1994 Apr
IALS/15/3/43	List of Books and Serials Added to the Library, May to June 1994	1994 June
IALS/15/3/44	List of Books and Serials Added to the Library, July to August 1994	1994 Aug
IALS/15/3/45	List of Books and Serials Added to the Library, September to October 1994	1994 Oct
IALS/15/3/46	List of Books and Serials Added to the Library, November to December 1994	1994 Dec
IALS/15/3/47	List of Books and Serials Added to the Library, January to February 1995	1995 Feb
IALS/15/3/48	List of Books and Serials Added to the Library, January to April 1997	1997 Apr

#### **IALS/15/4: Lists of Serials 1991-1999**

Extent and form: 7 booklets

Scope and contents: lists of serials available on open shelves, produced annually. These volumes were available in the library, sent out to subscribers and available for purchase at £5.

Note: in this context a serial refers to a publication which is produced on a regular or semi-regular basis, indefinitely. These lists therefore encompass journals but also law reports etc

Access: open

Item list:

Reference	Description	Date
IALS/15/4/1	Library List of Current Serials	1991
IALS/15/4/2	List of Serials 1992	1992
IALS/15/4/3	List of Serials 1992/93	1993
IALS/15/4/4	List of Serials 1993/94	1994
[IALS/15/4/5	List of Serials 1994/95	1995
IALS/15/4/6	List of Serials 1995/96 <u>WANTING</u>	1996]
IALS/15/4/7	List of Serials 1996/97	1997

IALS/15/4/8	List of Serials 1997/98	1998
IALS/15/4/9	List of Serials 1999	1999

### **IALS/15/5: Temporary Catalogues 1992**

Extent and form: 4 volumes

Scope and Contents: Vol 1 covers items received but not yet catalogued, and items ordered and not yet received. Instructions on the front cover indicate that this list was to be used if the reader was unable to find a specific item in the computer catalogue (post-1981 acquisitions) or the card catalogue (pre-1981 acquisition ones).

Vols 2 – 3 contain items from the LAQ90-91 Acquest file

Vol 4 is a revised edition of Vols 2 – 3.

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Date</b>
IALS/15/5/1	Temporary Catalogue	1992
IALS/15/5/2	Temporary Catalogue A – I	1992 May
IALS/15/5/3	Temporary Catalogue J – Z	1992 May
IALS/15/5/4	Temporary Catalogue	1992 Nov

### **IALS/15/6: Short Loan Collection list 1993**

Extent and form: 1 volume

Scope and contents: print out of material held on short loan access and therefore available to readers for a limited number of hours.

Access: open

Appraisal: retained as a snapshot of heavily used material in 1993.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Date</b>
IALS/15/6	Short Loan Collection list	1993

### **IALS/15/7 Library Classification Scheme, 1988**

Extent and form: 1 folder

Access: open

Item list:

Reference	Description	Date
IALS/15/7	Library Classification Scheme	1988

### **IALS/15/8: IALS Library - Sample Working Records 1975-1995**

Extent and form: 2 folders

Access: open

Item list:

Reference	Description	Dates
IALS/15/8/1-03	Gate signing-in books [the books were created at a rate of c.1 per month from 1975-1998; the bulk were destroyed and three retained as samples]	1975; 1985; 1995
IALS/15/8/4	Index to foreign periodicals – payments record	1979-1984

### **IALS/16: IALS Library News 1989-2012**

Extent and form: 2 folders

Scope and contents: An internal newsletter with Library staff as the intended audience, *Library News* was first produced in March 1989 and its stated aim was to “bring you up to date with changes in our working environment.” (ref: IALS/16/1). The sub-title of the earliest *News* was “the other IALS Newsletter”, leading to the assumption that there was also a more “official” version.

Access: open

Related material: another newsletter entitled *IALS Essentials* was produced during the 1990s; it was possibly the *IALS Library News* with a different name, as no copies of the *Library News* are extant for the 1990s.

Item list:

Reference	Description	Dates
<b>IALS/16/1</b>	<b>IALS Library News</b>	<b>1989-2012</b>
IALS/16/1/1	IALS Library News, March 1989	1989 Mar
IALS/16/1/2	IALS Library News, April 1989	1989 Apr
IALS/16/1/3	IALS Library News, June 1989	1989 June
IALS/16/1/4	IALS Library News, June 2008	2008 June
IALS/16/1/5	IALS Library News, September 2008	2008 Sept
IALS/16/1/6	IALS Library News, February 2009	2009 Feb
IALS/16/1/7	IALS Library News, June 2009	2009 June
IALS/16/1/8	IALS Library News, September 2009	2009 Sept

Reference	Description	Dates
IALS/16/1/9	IALS Library News, June 2010	2010 June
IALS/16/1/10	IALS Library News, October 2010	2010 Oct
IALS/16/1/11	IALS Library News, January 2011	2011 Jan
IALS/16/1/12	IALS Library News, October 2011	2011 Oct
IALS/16/1/13	IALS Library News, January 2012	2012 Jan

## IALS/17: Library and Information Services leaflets, 1954-c.2000s

Extent and form: 14 leaflets in 2 folders

Access: open

Related material: promotional material and literature for IALS is catalogued at IALS/13/5.

Item list:

Reference	Description	Extent and form	Dates
IALS/17/1	IALS Readers' Guides <i>October 1954, June 1955, Oct 1960</i> ; Supplement <i>Sept 1958</i>	3 leaflets	1954-1960
IALS/17/2	<i>IALS: Notes for Readers</i>	1 leaflet	1972
IALS/17/3	<i>IALS Library Guide</i>	1 leaflet	1976
IALS/17/4/1-2	<i>IALS: The Library</i> (1989 version from the Librarian, Muriel Anderson)	2 pamphlets	1989, 1990
IALS/17/5	<i>IALS Library Guides Nos 1-6, 8</i> (2 copies of no.8)	8 leaflets	1991-1992
IALS/17/6	<i>IALS: Introduction to the Library</i>	1 leaflet	1994
IALS/17/7	<i>Network access to IALS</i>	1 leaflet	1995
IALS/17/8	Library and Information Services bookmark	1 bookmark	n.d. [c2000]
IALS/17/9/1-5	<i>Library and Information Services: Services for Researchers</i>	5 leaflets	n.d. [2000s]
IALS/17/10/1-2	Flag (Foreign Law Guide)	Leaflet; flyer	n.d. [c2000]
IALS/17/11	<i>IALS Library Services for LLM Students</i>	Leaflet	n.d. [c2000]
IALS/17/12	<i>IALS: Library and Information Services</i>	Leaflet	2001



IALS/17/13	IALS <i>Library and Information Services: Services for Practitioners</i>	Leaflet	n.d. [c.2000s]
IALS/17/14	IALS Library subject guide: <i>Industrial and Intellectual Property Law</i>	Leaflet	n.d. [c.2002]

## **IALS/18: Events held at IALS: records, 1973-2018**

Extent and format: 4 archive boxes. This is a hybrid series that contains both paper and digital files.

Scope and content: this series contains records relating to conferences, seminars, workshops and lectures held at, or in collaboration with, IALS. It includes records of special events such as anniversary celebrations.

### **IALS/18/1: conferences, seminars, workshops, courses and lectures held at, or in collaboration with, IALS, 1973-2012**

Extent and format: 4 archive boxes

Scope and content: this series includes records of conferences, the Hamlyn Lectures, the Sir William Dale Memorial Lectures, the Public Lectures series, the Company Lawyer Lectures, lunchtime seminars, springtime seminars, public law seminars, workshops and evening discussion groups. Some evening seminars were held in conjunction with the Sir William Dale Centre. Most of the content consists of lists of forthcoming events and flyers for individual sessions. In some cases papers and lists of attendees are included.

Administrative history: these files were compiled and managed by Belinda Crothers, Academic Assistant.

Arrangement: chronological. Where conference files are large they are given separate series numbers.

Access: open

Related material:

- Records relating to the administration of courses and events will also be found in directors' and secretaries' papers.
- Records of courses at IALS run by the Legal Skills Research Group will be found at IALS/21.
- For records of events and courses at IALS run by the International and Professional Training Unit see IALS/26.
- Records of the annual W H Hart workshops will be found at IALS/27.
- For records of the Government Legal Advisers Course see IALS/30/1.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/18/1/1	International Conference: "Trends in Investor Protection 1973": delegate pack	1973

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/18/1/2	International Conference: "Company Insiders and the Public" 1975: programme	1975
IALS/18/1/3	Programme: "A Course in International Law to be held at the Institute of Advanced Legal Studies 6-17 July 1987"	1987
IALS/18/1/4	Society for Computers and Law: "Perspectives on Expert Systems in Law". One day conference held at IALS 20 Jan 1989	1989
IALS/18/1/5	IALS seminars: topics and flyers	1989
IALS/18/1/6	IALS seminars: topics and flyers	1990
IALS/18/1/7	Discussion evening: "British/Polish discussion evening 14 June 1990" – circulars and correspondence	1990
IALS/18/1/8	Seminars: programmes and arrangements	1991
IALS/18/1/9	"Legislating for small business [conference]"	1991-1992
IALS/18/1/10	Seminars: programmes and arrangements	1992
IALS/18/1/11 Parts 1-3	Conference series chaired and directed by Prof Valentine Korah: "Recent Developments in E C Competition Law (Advanced)", held at IALS, June - July 1993.	1993
IALS/18/1/12	International Centre for Public Law (ICPL) Inaugural Conference at IALS: call for papers; programme	1995

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/18/1/12	International Centre for Public Law (ICPL) Inaugural Conference at IALS: call for papers; programme	1995
IALS/18/1/13	Lectures and seminars: programmes and arrangements	1996
IALS/18/1/14	Lectures and seminars: programmes and arrangements	1997
IALS/18/1/15	Conferences: <ul style="list-style-type: none"> <li>• European Insider Dealing</li> <li>• 50 Years of Planning 1947-1997</li> </ul>	1997
IALS/18/1/16	Lectures and seminars: programmes and arrangements	1998
IALS/18/1/17	Conference: Developments in Company Law	1998
IALS/18/1/18	Workshops, seminars, conferences: programmes and arrangements	1999
IALS/18/1/19	Seminars, lectures: programmes and arrangements	2000
IALS/18/1/20	Seminars, lectures: programmes and arrangements, including inaugural Sir William Dale memorial lecture and Hamlyn Lecture	2001
IALS/18/1/21	Conferences and symposia: <ul style="list-style-type: none"> <li>• Two day conference with the Institute of US Studies: "America and the Enlightenment: Constitutionalism in the 21<sup>st</sup> century"</li> <li>• Joint conferences with the Centre for Corporate Law and Practice on Partnership Law Reform; "Partnership Law for the New Millenium"</li> <li>• 19<sup>th</sup> International Symposium on Economic Crime</li> </ul>	2001
IALS/18/1/22	Conferences and symposia: <ul style="list-style-type: none"> <li>• Joint conference with the Centre for Corporate Law and Practice on Partnership Law Reform; "Partnership Law for the New Millenium"</li> <li>• International Symposium on Economic Crime</li> <li>• International Law Conference: "Human Rights: Dynamic Dimensions"</li> <li>• Joint conference with the Centre for Corporate Law and Practice on Partnership Law Reform: Choice of Corporate Form</li> </ul>	2002
IALS/18/1/23	Seminars, lectures: programmes and arrangements including Sir William Dale memorial lecture and Hamlyn Lecture	2002
IALS/18/1/24	Seminars, lectures, conferences: programmes and arrangements including Sir William Dale memorial lecture	2003
IALS/18/1/25	Seminars, lectures, conferences: programmes and arrangements	2004

Reference	Description	Dates
IALS/18/1/26	Symposium: "Law and the Brain"	2004
IALS/18/1/27	Seminars, lectures, conferences: programmes and arrangements including Sir William Dale memorial lecture	2005
IALS/18/1/28	Seminars, lectures, conferences: programmes and arrangements including Sir William Dale memorial lecture	2006
IALS/18/1/29	Seminars, lectures, conferences: programmes and arrangements including Sir William Dale memorial lecture	2007
IALS/18/1/30	Seminars, lectures, conferences: programmes and arrangements including Sir William Dale memorial lecture	2008
IALS/18/1/31	Seminars, lectures, conferences: programmes and arrangements including Sir William Dale memorial lecture	2009
IALS/18/1/32	Seminars, lectures, conferences: programmes and arrangements including Sir William Dale memorial lecture	2010
IALS/18/1/33	Course for M.Phil/PhD students: Introduction to Legal Research Methods, Jan 2010	2010
IALS/18/1/34	Seminars, lectures, conferences: programmes and arrangements including Sir William Dale memorial lecture	2011
IALS/18/1/35	Seminars, lectures, conferences: programmes and arrangements including Sir William Dale memorial lecture	2012
IALS/18/1/36	Conferences: <ul style="list-style-type: none"> <li>• The Application of EU Law on National Tax Systems, 27 Jan 2012</li> <li>• EU Tax Law In Focus, 21 Mar 2012</li> </ul>	2012

## **IALS/18/2: IALS 60<sup>th</sup> Anniversary celebration, 2008**

Extent and format: 27 digital files (c.19 MB)

Scope and content: primarily digital material, including photographs, relating to the celebration of the 60<sup>th</sup> anniversary of the founding of the IALS.

Related material:

- There are few records relating specifically to 50<sup>th</sup> anniversary events, though it is probable that most of the "historical" records series at IALS/1 were collected, separated from their original context and placed in the Archives as part of a project in 1996 to identify specific records of relevance to the compilation of the 50th anniversary history of the Institute.
- A folder containing invitation, arrangements, guest list, programme and costs plus folder of photographs of the visit of HRH the Princess Royal to the IALS on 11 June 1997 to mark the 50th Anniversary of the Institute will be found at IALS/12/28.
- For 70<sup>th</sup> anniversary material see IALS/18/3.

Item List:

Reference	Description	Extent and format	Dates
IALS/18/2/1	Invitation to the 60 <sup>th</sup> anniversary celebration at IALS on 13 May 2008	1 hard copy invitation; 1 JPEG file	2008
IALS/18/2/2	60 <sup>th</sup> anniversary event logo	1 GIF file	2008
IALS/18/2/3	Biographies of IALS senior staff	1 PDF file	1947-2008
IALS/18/2/4	Pictureboard biographies of IALS senior staff	10 PDF files	1947-2006
IALS/18/2/5	Photos of staff at the anniversary event on 13 May	14 JPEG files	2008

### **IALS 18/3: IALS 70<sup>th</sup> Anniversary celebration, 2018**

Extent and format:

Scope and content: primarily digital material, including photographs, relating to the celebration of the 70<sup>th</sup> anniversary of the founding of the IALS.

Related material:

- There are few records relating specifically to 50<sup>th</sup> anniversary events, though it is probable that most of the “historical” records series at IALS/1 were collected, separated from their original context and placed in the Archives as part of a project in 1996 to identify specific records of relevance to the compilation of the 50th anniversary history of the Institute.
- A folder containing invitation, arrangements, guest list, programme and costs plus folder of photographs of the visit of HRH the Princess Royal to the IALS on 11 June 1997 to mark the 50th Anniversary of the Institute will be found at IALS/12/28.
- For 60<sup>th</sup> anniversary material see IALS/18/2.

Item list: tbc - not yet catalogued

### **IALS/19: Reviews of the IALS, 1999-2012**

Extent and form: 2 booklets; 3 PDF files. This is a hybrid series that contains both paper and digital files.

Administrative history: on 3 November 1998 the Board of the Institute set up a Review Committee to review the work and practices of IALS. It issued its findings in April 1999. Further reviews were carried out by Review Panels in 2005 and 2012.

Item list:

Reference	Description	Extent and format	Dates
IALS/19/1	University of London: <i>IALS: School of Advanced Study: Institute of Advanced Legal Studies: Report of the Review Committee to the Chairman of the Board</i> , Apr 1999 (Goode Report). Includes appendices	1 booklet; 1 PDF file	1999
IALS/19/2	University of London: <i>Institute of Advanced Legal Studies: Report of the Review Panel</i> (Prof William Twining and Prof Alan Paterson)	1 booklet; 1 PDF file	Jan 2005
IALS/19/3	University of London: <i>Review of the Institute of Advanced Legal Studies: Report of the Review Panel</i> (Prof Martin Partington; Partington Report)	1 PDF file	May 2012

## IALS/20: Institute Librarians' files, 1975-2016

Extent and form: 3 archive boxes of paper records

Administrative history: in 1971 the roles of Secretary and Librarian were separated into two roles. Willi Steiner continued as Librarian whilst John Boxhall was appointed Secretary. In 1982 Muriel Anderson, previously Assistant Librarian, succeeded Steiner. She in turn was succeeded by Jules Winterton (1992-2018), by David Gee (2018-2022) and, from 2022, by Marilyn Clarke.

Arrangement: although the functions of Librarian and Secretary were separated in 1971 and some discrete filing systems set up (see below), a large number of files remained in combined secretary/librarian filing systems until the late 1980s. These files also appear to have been re-arranged at various times into different systems (see IALS/3-10). Some formal separation of filing systems began in the 1990s under a new Administrative Secretary, David Phillips (see IALS/28/1).

### IALS/20/1: Librarians' management files, 1975-1990

Extent and form: 8 folders

Scope and contents: management files created by the Librarian.

Access: open, except for IALS/20/1/1 which contains personal data and is therefore **closed for 75 years**.

Item list:

Reference	Description	Dates
IALS/20/1/1	Steiner/Anderson: correspondence re "C/2/Staff: Library Attachments" Contains c.v.s. <b>CLOSED until 2059</b>	1975-1984
IALS/20/1/2	Steiner/Anderson: file on WG Hart Fund	1985-1986

IALS/20/1/3	Anderson/Winterton: file re funding for proposed Union List of Law Reports	1986-1991
IALS/20/1/4	Anderson/Winterton: file re "Staff Annual Record", including annual staff reviews	1987-1990
IALS/20/1/5	Steiner: file re University of London Faculty of Laws	1970-1986
IALS/20/1/6	Anderson: correspondence, especially relating to IALL conferences	1974-1989
IALS/20/1/7	Anderson: correspondence as 2 <sup>nd</sup> Vice-President of IALL	1983-1986
IALS/20/1/8	Steiner's/Anderson: papers as committee secretary of the Library Resources Co-ordinating Committee (LRCC)	1974-1987
IALS/20/1/9 Parts 1-2	Anderson's papers as secretary to the LRCC Law Subject Sub-Committee, comprising agenda (Part 1) & signed minutes (part 2)	1975-1987
IALS/20/1/10	Anderson: papers as a member of the BIALL – Library and Information Services Committee	1984
IALS/20/1/11	Anderson: general papers as an office of BIALL	1976-1990
IALS/20/1/12	Anderson: ULLR" [Union List of Law Reports] working file	1985-1991

## **IALS/20/2 Institute Library Management Team papers, 2000-2016**

Extent and medium: 7 folders (1 archive box); 3 PDF files

Administrative history: the Institute Library Management Team (ILMT) first met on 18 October 2000. The purpose of the meetings, which were to be held fortnightly, was to identify significant management issues and deadlines, to identify issues for further discussion, to discuss general policy issues and priorities and to air problems and reader complaints.

Scope and contents: ILMT meeting papers. Some have been annotated by the Librarian.

Access: open 20 years after last date on file. **Closed items are designated in red.**

Item list:

Reference	Description	Dates
IALS/20/2/1	Institute Library Management Team meeting papers	Oct 2000-2003
IALS/20/2/2	Institute Library Management Team meeting papers. Minutes for 8 Mar, 1 Nov and 13 Dec are available as PDF files. CLOSED until 2026	2004-2005
IALS/20/2/3	Institute Library Management Team meeting papers. CLOSED until 2028	2006-2007
IALS/20/2/4	Institute Library Management Team meeting papers. . CLOSED until 2030	2008-2009
IALS/20/2/5	Institute Library Management Team meeting papers. . CLOSED until 2032	2010-2011
IALS/20/2/6	Institute Library Management Team meeting papers. CLOSED until 2034	2012-2013
IALS/20/2/7	Institute Library Management Team meeting papers. CLOSED until 2037	2014-2016

### **IALS/20/3: Assistant/Deputy Librarians' Miscellaneous Correspondence and Papers, 1980-1988**

Extent and form: 1 archive box of paper records; 1 MP file and 1 WAV file (444 MB in total)

Scope and content: the series comprises some miscellaneous papers of three assistant librarians: Elizabeth Moys, Assistant Librarian 1952-1959, Miss Muriel Anderson, Assistant Librarian at the Institute until 1982, when she became Librarian (see IALS/20/1), and Jennifer Jones, Deputy Librarian in the 1990s. The bulk of their "official" correspondence will be found in Librarians' and Directors' papers.

Access: open

Related material: for records of Elizabeth Moys as a member of BIALL see the [BIALL](#) and [MOYS](#) collections in the IALS Archives.

Item list:

Reference	Description	Dates
	<u>Papers relating to Elizabeth Moys' time as Assistant Librarian</u>	
IALS/20/3/1	"Assistant Librarian US visit: Miss E M Moys"	1954-1956
IALS/20/3/2	MOYS personnel file incl c.v., references, illnesses	1952-1969
	<u>Miss Muriel Anderson: papers as a member of the British Library working party on provision for law (for the Chairman's papers see IALS/2/3): original file order and titles retained</u>	<u>1980-1982</u>
IALS/20/3/3	British Library working group on business information	1980



Reference	Description	Dates
IALS/20/3/4	British Library working party on provision for law: miscellaneous notes	1981
IALS/20/3/5	British Library working party on provision for law: submissions	1981-1982
IALS/20/3/6	British Library working party on provision for law: policy and holdings misc	1981
IALS/20/3/7	British Library working party on provision for law: policy and holdings USA	1981
IALS/20/3/8	British Library working party on provision for law: policy and general	1981
IALS/20/3/9	British Library working party on provision for law: general correspondence (Miss Anderson's correspondence)	1981-1982
IALS/20/3/10	British Library working party on provision for law: agenda, minutes and notes of meetings	1981-1982
	<u>Miss Anderson's papers as Chairman of the British Library law working group (established to examine and follow-up the working party's report)</u>	<u>1983-1988</u>
IALS/20/3/11	Correspondence, submissions, minutes and recommendations	1983-1985
IALS/20/3/12	Correspondence and papers concerning future initiatives <u>Jennifer Jones, Deputy Librarian: alphabetical files</u>	1986-1988
IALS/20/3/13	Copyright 1989-1999	1989-1999
IALS/20/3/14	Crime prevention and security	1991-1996
IALS/20/3/15	Dartmouth Publishing	1976-1990
IALS/20/3/16	LLM Fair and Library tours	1993-2000
IALS/20/3/17	Reader surveys	1992-1999
IALS/20/3/18	Turnstile and ticket equipment	1969-1993
IALS/20/3/19 Pts 1-3	Oral history of interview with Jennifer Jones by the University of Dundee. CLOSED until 2038. Copyright: University of Dundee:  Part 1: Transcript and consent form. Part 2: Oral history WAV file (399 MB) Part 3: Oral history MP 3 file (45.2 MB)	2012

## **IALS/20/4: Jules Winterton, (Librarian 1991-2018) - Correspondence and Papers, 1990-1999**

Extent and form: 1 archive box

Administrative background: Jules Winterton was the IALS Librarian from 1991-2018. From 2013-2018 he was also IALS Director.

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/20/4/1	Papers describing the office of Librarian, including a paper by Jules Winterton on the functions of the IALS Library	1990-1999
IALS/20/4/2	Jules Winterton's correspondence relating to copyright	1993-1998
IALS/20/4/3	Winterton's papers as the IALS representative on the International Committee for Social Science Information and Documentation (ICSSD)	1992-2000
IALS/20/4/4	Winterton's papers as a member of the Library and Information Plan for Law steering group	1991-1992
IALS/20/4/5	Winterton's papers as a member of the Working Party on LLM Course Materials	1991-1997
IALS/20/4/6	Winterton's papers as a member of the STARR Information Transfer Network of Law Libraries (now defunct)	1999-2005

## **IALS/21: Legal Skills Research Group: Records, 1987-1996**

Extent and medium: 6 archive boxes of paper records

Administrative history: the Legal Skills Research Group (LSRG) was formed in 1989 as a collective enterprise by some of the country's leading researchers into the skills needed for the study and practice of the law. The Group intended that it should act as a resource for professional legal and judicial bodies, users of legal services and institutions providing legal education at all levels, by:

- doing original research on legal skills;
- monitoring and evaluating current and completed research in the field;
- developing and evaluating curricula for the teaching of legal skills and providing information and consultancy services.

The Group was funded by the Higher Education Funding Council. It comprised teachers from law schools throughout the country. It held annual symposia and regular lunchtime seminars, commencing in July 1990, on various subjects. Most symposia papers have been published in

IALS/working papers. Subjects have included teaching of ethics, incompetence at the Bar, teaching alternative dispute resolution and evaluation of the Bar Vocational Course.

The Group also undertook various special research projects, including a 5-year study commencing in 1989 to develop a general methodology for assessing legal skills. Later projects included developing methods for applying the theoretical findings of year 1 of the legal skills project and the development of training videos.

The LSRG was managed by Hilary Lewis Ruttley, a graduate in Law and Anthropology from SOAS and a Barrister (Inner Temple, 1980). She was also Joint Director of Studies at the IPTU at IALS and also the Co-ordinator of academic and practitioner groups based at IALS, including the LSRG, the Law and Development Forum and the Middle East Legal Practitioners Forum. For records of those groups see IALS/26. She was supported by Juliet Fussell, who was the Group's secretary until 1994, when the Group appears to have been wound down.

Access: open

Related material: Professor William Twining's papers from 1990-1996 as a member of the LSRG will be found at TWIN/2/5.

Archival history: in 1995 Professor Terence Daintith passed his papers about the Group papers to Juliet Fussell. She in turn passed them to the Records of Legal Education Archives in August 1996. In 2020 the then Convenor of the group, Professor Avrom Sherr, confirmed that the group was not independent but was managed by the IALS; all records were therefore transferred to the IALS/collection in 2021 and catalogued as IALS/21/1-06.

In 2023 Hilary Lewis Ruttley's and Juliet Fussell's LSRG papers, which had been passed to the Archives in 2001/2002, were catalogued into this series. They will be found at IALS/21/6.

### **IALS/21/1: Agenda, Minutes and Papers of the LSRG, 1989-1994**

Extent and form: 2 folders

Administrative history: the Group was chaired by a convenor and met at regular intervals at IALS.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/21/1/1	Agenda, minutes and papers	1989-1990
IALS/21/1/2	Agenda, minutes and papers	1991-1994

### **IALS/21/2: Papers relating to Funding, 1988-1994**

Extent and form: 2 folders

Administrative history: although the Group was housed at IALS, it was not funded by the Institute, but applied for funding for its projects from the University Grants Committee (later the Higher Education Funding Committee), which provided grants for research into continuing education.

Item list:

Reference	Description	Dates
IALS/21/2/1	Funding proposals, submissions and reports	1988-1992
IALS/21/2/2	Funding proposals, submissions and reports	1993-1994

### **IALS/21/3: Administrative Papers, 1989-1993**

Extent and form: 1 folder

Scope and content: this series primarily comprises Professor Daintith's copies of papers forwarded by the secretary relating to the administration of the Group, plus some correspondence and memoranda. Papers include the Group's mission statement, press releases, arrangements for meetings and symposia and outlines of papers and research proposals.

Item list:

Reference	Description	Dates
IALS/21/3	Administrative papers	1989-1993

### **IALS/21/4: Convenor's Correspondence, alphabetically arranged, 1988-1994**

Extent and form: 2 folders

Scope and content: this series comprises the correspondence of **Professor Daintith check** as Group convenor, alphabetically arranged by correspondent. The series has been weeded to remove duplicates and ephemeral material.

Item list:

Reference	Description	Dates
IALS/21/4/1	Convenor's correspondence, A-L	1988-1994
IALS/21/4/2	Convenor's correspondence, M-Z	1988-1994

### **IALS/21/5: Legal Skills: Documents and Papers, 1989-1994**

Extent and form: 7 folders

Scope and content: originally in three box files marked "legal skills I-III", the class contains background papers, articles and copies of LSRG papers presented at seminars and colloquia. Some are annotated, presumably by Professor Daintith, and there are also some pages of handwritten comments. The arrangement is roughly chronological by date of article or paper.

Item list:

Reference	Description	Dates
IALS/21/5/1	Documents and papers	1987-1988
IALS/21/5/2	Documents and papers	1989
IALS/21/5/3	Documents and papers	1990

IALS/21/5/4 (Parts 1-2)	Documents and papers	1991
IALS/21/5/5	Documents and papers	1992
IALS/21/5/6	Documents and papers	1993
IALS/21/5/7	Documents and papers	1994

### **IALS/21/6: LSRG research projects and seminars – papers, 1990-1996**

Extent and medium: 1 box; 2 videos

Administrative context: the papers below comprise Hilary Lewis Ruttley's and Juliet Fussell's LSRG papers on research projects, arranged chronologically.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/21/6/1	"LSRG seminar series" – 1990 circulars, + "Binder I LSRG research": Legal Skills and Competence: Issues for the Lord Chancellor's Advisory Committee – a Symposium, Feb 26 1990	1990
<u>IALS/21/6/2 Parts 1-4</u>	<u>Universities Funding Council/LSRG project on the Development of a general methodology for assessing legal skills (Arbitrators)</u>	<u>1990-1994</u>
IALS/21/6/2 pt 1	Binder I LSRG research - LSRG/UFC project 1990-1995": Papers on a Universities Funding Council (UFC) project carried out by the LSRG on the Development of a general methodology for assessing legal skills (Arbitrators). Includes proposal and progress reports	1990-1993
IALS/21/6/2 pt 2	UFC research project papers "Binder 2 LSRG research" 1991. Includes draft report, project papers and project team minutes	1990-1991
IALS/21/6/2 pt 3	"Binder 2 LSRG research" 1992-4 UFC research project papers including timetable, pilot exercises, minutes, progress reports and 2 <sup>nd</sup> research colloquium 1994 to develop a general methodology for the project	1991-1994
IALS/21/6/2 pt 4	"Binder 2 research project into arbitration skills; correspondence and administration" 1990s 1992-4 UFC research project papers incl minutes of project meetings, interviews with experts, handouts	1992-1993
IALS/21/6/2 pt 5	"Binder 4 LSRG colloquium 1994 research" UFC research project papers incl project minutes, progress reports and research colloquium Mar 6 1994	1994

Reference	Description	Dates
IALS/21/6/2 pt 6	"Binder 4 LSRG research" 1994-6 UFC research project papers incl project minutes, progress reports and 2 <sup>nd</sup> research colloquium Mar 6 1994	1994
IALS/21/6/3	Hilary Lewis Ruttley, <i>Analysis of Arbitrators' Skills: towards a general methodology for the Assessment of Legal Skills</i> (produced for the UFC research project)	1991
IALS/21/6/4	2 copies of video "Remarks by John K de Groot (Director of Legal Practice QUT Law faculty) for the LSRG symposium (unspecified) 29 Oct 1992	1992
IALS/21/6/5	LSRG seminars series lists. Includes LSRG mission statement	1995-1996
IALS/21/6/6	Folder of sessions papers "LSRG conference 8 Feb 1996" Defining, Teaching and Assessing Legal Skills – Results, Findings & Conclusions	1996
IALS/21/6/7	2002 and 2003 seminar series: lists of seminars	2002-2003

## **IALS/22: Society for Advanced Legal Studies (SALS) - Records, 1997-2013**

Extent and medium: 75 volumes; 98 booklets; 44 folders (6 archive boxes); 2 PDF files

Administrative history: the Society for Advanced Legal Studies (SALS), established in 1997, was the successor body to the Friends of the Institute of Advanced Legal Studies. The Friends were established in 1989 under the auspices of the IALS To foster the interests of the Institute. SALS, however, was established as a charitable learned society consisting of scholars, practitioners and those involved in the administration of justice from the UK and around the world. Its objectives were to promote and facilitate legal research at an advanced level and in particular to engender greater collaboration between scholars and those involved in the practice of law. The Society sought to achieve these objectives through a number of initiatives including organising and supporting specialised working groups, lectures and conferences.

The Constitution of the SALS provided for an Advisory Council of persons drawn from academia, practitioners and the judiciary from the UK and overseas. During its first year there was a transitional executive committee, chaired by the Director of IALS, and an interim advisory council.

In recent years SALS ceased to be a separate entity, and the associate charity and company were wound up. Management of the SALS was passed to the UOL Development Office.

Scope and content: the collection comprises the archive of the Friends of the Institute of Advanced Legal Studies, SALS minutes and some SALS publications.

Access: open other than material containing personal data, which is closed for 75 years. **Closed items are designated in red.**

Archival history: in 1997 the Society entered into an informal agreement with the Records of Legal Education Archives (now part of the IALS Archives) to deposit its non-current records with

the Archives as the need arises. A file detailing the initial 1997 transfer and terms of deposit is held in the Records of Legal Education Project collection at RLEP 08/12. Further deposits, including records of the Friends of the Institute (the precursor of SALS) were deposited in 2002 and 2004. Some administrative records of the SALS were transferred in 2018. In 2022 it was agreed that the catalogue should be subsumed into the IALS Archives catalogue.

Accruals: no further accruals are expected.

### **IALS/22/1: Copies of *Amicus Curiae* ("Friend of the Court"), 1997-2013**

Extent and form: 93 booklets (2 archive boxes); 1 PDF file. This is a hybrid series that contains both paper and digital files.

Scope and content: this series contains copies of the monthly journal of the SALS. There are some gaps in holdings.

Arrangement: chronological

#### Item list:

<b>Issue number</b>	<b>Dates</b>
Issue 1	Oct 1997
Issue 2	Nov 1997
Issue 3	Jan 1998
Issue 4	Feb 1998
Issue 5	Mar 1998
Issue 6	Apr 1998
Issue 7	May 1998
Issue 8	June 1998
Issue 9	July 1998
Issue 10	September 1998
Issue 11	October 1998
Issue 12	November 1998
Issue 13	January 1999
Issue 14	February 1999
Issue 15	March 1999
Issue 16	April 1999
Issue 17	May 1999
Issue 18	June 1999
Issue 19	July 1999
Issue 20	Sept 1999

<b>Issue number</b>	<b>Dates</b>
Issue 21	Oct 1999
Issue 22	Nov 1999
Issue 23	Jan 2000
Issue 24	Feb 2000
Issue 25	Mar 2000
Issue 26	April 2000
Issue 27	May 2000
Issue 28	June 2000
Issue 29	July 2000
Issue 30	Sept 2000
Issue 31	Oct 2000
Issue 32	Nov 2000
Issue 33	Jan/Feb 2001
Issue 34	Mar/April 2001
Issue 35	June/July 2001
Issue 36	Aug 2001
Issue 37	Sept/Oct 2001
Issue 38	Nov/Dec 2001
Issue 39	Jan/Feb 2002
Issue 40	Mar/April 2002
Issue 41	May/June 2002
Issue 42	July/Aug 2002
Issue 43	Sept/Oct 2002
Issue 44	Nov/Dec 2002
Issue 45	Jan/Feb 2003
Issue 46	Mar/April 2003
Issue 47	May/June 2003
Issue 48	July/Aug 2003
Issue 49	Sept/Oct 2003
Issue 50	Nov/Dec 2003
Issue 51	Jan/Feb 2004
Issue 52	<u>Wanting</u>



<b>Issue number</b>	<b>Dates</b>
Issue 53	May/June 2004
Issue 54	July/Aug 2004
Issue 55	Sept/Oct 2004
Issue 56	Nov/Dec 2004
Issue 57	Jan/Feb 2005
Issue 58	Mar/April 2005
Issue 59	May/June 2005
Issue 60	July/Aug 2005
Issue 61	Sept/Oct 2005
Issue 62	Nov/Dec 2005
Issue 63	Jan/Feb 2006
Issues 64-66	<u>Wanting</u>
Issue 67	Sept/Oct 2006
Issue 68	Nov/Dec 2006
Issue 69	Spring 2007
Issue 70	<u>Wanting</u>
Issue 71	Autumn 2007
Issue 72	Winter 2007
Issue 73	Spring 2008
Issue 74	Summer 2008
Issue 75	<u>Wanting</u>
Issue 76	Winter 2008
Issues 77-81	<u>Wanting</u>
Issue 82	Summer 2010
Issues 83-85	<u>Wanting</u>
Issue 86	Summer 2011
Issues 87-89	<u>Wanting</u>
Issue 90	Summer 2012
Issues 91-92	<u>Wanting</u>
Issue 93	Spring 2013

## **IALS/22/2: SALS Working Groups - Published papers, 1998-2002**

Extent and form: 9 volumes

Scope and content: this series contains published papers of the various SALS working groups

Arrangement: chronological

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/22/2/1	Planning and Environmental Law Reform Working Group: <i>Report on Planning Obligations</i> . Includes press release	Nov 1998
IALS/22/2/2	Planning and Environmental Law Reform Working Group: <i>Nature Conservation and Habitat Protection – Sites of Special Scientific Interest (SSSI)</i>	Mar 1999
IALS/22/2/3	Family Law Working Group: <i>Report on the Cross Border Movement of Children</i>	Nov 1999
IALS/22/2/4	Financial regulation Working Group: <i>Report on Parallel Proceedings</i>	Dec 1999
IALS/22/2/5	Anti-Corruption Working Group: <i>Banking on Corruption – the Legal Responsibilities of Those who Handle the Proceeds of Corruption</i>	Feb 2000
IALS/22/2/6	Ethics and Lawyer Fee Arrangements Working Group: <i>The Ethics of Conditional Arrangements</i>	Jan 2001
IALS/22/2/7	Planning and Environment Law Reform Working Group: <i>The Simplification of Planning Legislation</i>	May 2001
IALS/22/2/8	The Interdiction of Terrorist Property Working Group: <i>The Funding of Terror – the Legal Implications of the Financial War on Terror</i>	July 2002
IALS/22/2/9	Planning and Environmental Law Reform Working Group: <i>New Town and Village Greens – Proposals for Law Reform</i>	Dec 2002

## **IALS/22/3: Friends of the Institute of Advanced Legal Studies – records, 1988-1997**

Extent and form: 9 folders

Archival history: these records were transferred to the Records of Legal Education Archives (now part of the IALS Archives) in 1999.

Arrangement: the series below comprises a set of files arranged in their original order as transferred.

Access: open other than files other than files containing personal data, which are closed for 75 years. **Closed items are designated in red.**

Related information: David Phillips' files as Honorary Secretary of the Friends of the Institute are at IALS/28/1/17.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/22/3/1	Papers relating to the launch of the Friends	19 May 1990
IALS/22/3/2	Papers of Annual General Meetings and Annual Lectures. Includes annual accounts and committee reports. Chronological order	1989-1996
IALS/22/3/3	Constitution of the Friends	1993
IALS/22/3/4	Set of Friends recruitment letters	Nov 1988 – Feb 1994
IALS/22/3/5	Enrolment forms and related papers	1989-1997
IALS/22/3/6	<u>Committee papers including AGMs</u>	<u>1988-1995</u>
Parts 1-2	Part 1	1988-1992
	Part 2	1993-1995
IALS/22/3/7	Honorary Friends enrolment file, including c.v.s. Alphabetically arranged [CLOSED until 2066]	1988-1991
IALS/22/3/8	General correspondence file, alphabetically arranged	1989-1996
IALS/22/3/9	Papers of the Extraordinary General Meeting on 10 Feb 1997 winding up the Society and the creation of the Society for Advanced Legal Studies	1996-1997

**IALS/22/4: Friends of the Institute - *Directory* 1990-1995**

Archival history: this series was originally catalogued as IALS/13/3.

Extent and form: 6 booklets

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/22/4/1	<i>Friends of the Institute, Directory 1990</i>	1990
IALS/22/4/2	<i>Friends of the Institute, Directory 1991</i>	1991
IALS/22/4/3	<i>Friends of the Institute, Directory 1992</i>	1992
IALS/22/4/4	<i>Friends of the Institute, Directory 1993</i>	1993
IALS/22/4/5	<i>Friends of the Institute, Directory 1994</i>	1994
IALS/22/4/6	<i>Friends of the Institute, Directory 1995</i>	1995

### **IALS/22/5: Rules and Regulations of the SALS, 1997-1998**

Archival history: IALS/22/5/1 was passed to the IALS Archives by Ben Pendleton in 2012. IALS/22/5/2 may have been part of a transfer of records by the SALS in 2004.

Extent and form: 1 booklet, 1 file

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/22/5/1	Rules and Regulations of the SALS	July 1997
IALS/22/5/2	Written Resolutions of the SALS changing the Memorandum and Articles of Association in order to comply with the Charity Commissioners' requirements for registration (includes members' signatures)	Oct 1997 – Apr 1998

### **IALS/ 22/6: SALS Committee meetings – minutes and papers, 1996-1999, 2016**

Extent and form: 3 paper folders, 1 PDF file. This is a hybrid series that contains both paper and digital files.

Archival history: the first three items were probably passed by Juliet Fussell, SALS Secretary, to the IALS Archives in 2004 (no accession record survives). Item IALS/22/6/4 was downloaded from the IALS website in 2021.

Arrangement: chronological

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Extent and format</b>	<b>Dates</b>
IALS/22/6/1	Transitional Advisory Committee minutes and papers	1 folder	1996-1998
IALS/22/6/2	Transitional Executive Committee minutes and papers	1 folder	1997-1998
IALS/22/6/3	Executive Committee minutes and papers	1 folder	1998-1999
IALS/22/6/4	Executive Committee minutes and papers	1 PDF file	2016

### **IALS/22/7: Calendars of SALS events and lectures**

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/22/7	Calendars and flyers for events and lectures	2002-2006

## **IALS/23: IALS Boards and Committees - records, 1947-2011**

Extent and form: 10 volumes; 44 paper folders (15 archive boxes of paper records)

Administrative history: the governing body of the Institute from its inception in 1947 was the Committee of Management which supervised its administration. It was responsible to the Senate of the University. The Committee met once each term (three times a year). Its agenda, certainly in later years, consisted largely of the minutes of its sub-committees. The Committee of Management was supported by two sub-committees: the General Purposes Sub-Committee and the Library Sub-Committee.

In 1989 the Committee of Management was replaced by the Board of the Institute, which in turn was replaced by an Advisory Council.

There are currently four different Committees/Councils which facilitate the management of the Institute:

- [IALS Advisory Council](#)
- [IALS Library Committee](#)
- [Research Committee](#)
- [Resources Policy Committee](#)

Access: open 20 years after last date on file. **Closed items are designated in red.**

Archival history: these records were passed by the IALS Librarian, along with secretaries' papers, to the Archives in 2000, 2002 and 2022.

Related material: some agenda, minutes and papers of various committees will also be found in IALS Secretaries' files at IALS/8.

### **IALS/23/1 Committee of Management – agenda, minutes and papers, 1947-1992**

Extent and form: 4 volumes; 4 folders

Administrative history: the Committee of Management was the governing body of the Institute from 1947 until 1989, when it was replaced by an Advisory Board (ref: IALS/23/2)

Archival history: the "official" agenda, minutes and papers of the managing committees, boards and council were transferred to the Archives by the then Secretary, David Phillips, in 2001.

Access: open

Related material: some Committee papers and related correspondence will be found in the Secretary's files at IALS/8.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Extent and form</b>	<b>Dates</b>
IALS/23/1/1	Committee of Management minute book	1 volume	1947-1957
IALS/23/1/2	Committee of Management minute book	1 volume	1957-1967
IALS/23/1/3	Committee of Management minute book	1 volume	1967-1977
IALS/23/1/4	Committee of Management minute book	1 volume	1977-1981

IALS/23/1/5	Committee of Management minutes and papers	1 volume	26 Nov 1981; 23 Feb 1982
IALS/23/1/6	Committee of Management minutes and papers	1 volume	20 May 1982
IALS/23/1/7	Committee of Management minutes and papers	1 volume	11 Nov 1982
IALS/23/1/8	Committee of Management minutes and papers	1 volume	24 Feb 1983
IALS/23/1/9	Committee of Management minutes and papers	1 volume	24 May 1983
IALS/23/1/10	Committee of Management minutes and papers	1 volume	22 Nov 1983
IALS/23/1/11	Committee of Management minutes and papers	1 volume	28 Feb 1984
IALS/23/1/12	Committee of Management minutes and papers	1 volume	7 June 1984
IALS/23/1/13	Committee of Management minutes and papers	1 volume	20 Nov 1984
IALS/23/1/14	Committee of Management minutes and papers	1 volume	28 Feb 1985
IALS/23/1/15	Committee of Management minutes and papers	1 volume	4 June 1985
IALS/23/1/16	Committee of Management minutes and papers	1 volume	11 July 1985
IALS/23/1/17	Committee of Management minutes and papers	1 volume	21 Nov 1985
IALS/23/1/18	Committee of Management minutes and papers	1 volume	25 Feb 1986
IALS/23/1/19	Committee of Management minutes and papers	1 volume	5 June 1986
IALS/23/1/20	Committee of Management minutes and papers	1 volume	18 Nov 1986
IALS/23/1/21	Committee of Management minutes and papers	1 folder	Feb 1987 – May 1989

### **IALS/23/2 Board of the Institute – agenda, minutes and papers, 1989-1999**

Extent and form: 14 folders

Administrative history: the Board of the Institute replaced the Committee of Management in 1989. It was in turn replaced by an Advisory Council in 1989 (see IALS/23/3).

Archival history: the “official” agenda, minutes and papers of the managing committees, Board and Council were transferred to the Archives by the then Secretary, David Phillips, in 2001.

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/23/2/1	Board of the Institute: minutes and papers	Nov 1989
IALS/23/2/2	Board of the Institute: agenda, minutes and papers	May, Nov 1990
IALS/23/2/3	Board of the Institute: agenda, minutes and papers	June, Nov 1991
IALS/23/2/4	Board of the Institute: agenda, minutes and papers	May 1992
IALS/23/2/5	Board of the Institute: agenda, minutes and papers	Nov 1992
IALS/23/2/6	Board of the Institute: agenda, minutes and papers	May, Nov 1993
IALS/23/2/7	Board of the Institute: agenda, minutes and papers	May, Nov 1994
IALS/23/2/8	Board of the Institute: agenda, minutes and papers	May, Nov 1995
IALS/23/2/9	Board of the Institute: agenda, minutes and papers	May, Nov 1996
IALS/23/2/10	Board of the Institute: agenda, minutes and papers	May, Nov 1997
IALS/23/2/11	Board of the Institute: agenda, minutes and papers	May, Nov 1998
IALS/23/2/12	Board of the Institute: agenda, minutes and papers	May 1999

### **IALS/23/3: IALS Advisory Council - minutes and papers, 1999-2000**

Extent and form: 1 folder

Administrative history: the [Advisory Council](#) replaced the Board of the Institute in 1989.

Terms of reference: the Council acts as a sounding board for the Director by:

- Advising the Director on the institute’s aims and objectives both nationally and internationally;
- Considering and advising the Director on strategic and operational plans for future development;
- Advising the Director on developments within the subject area and implications and opportunities that may arise for collaboration, research promotion and facilitation, how to improve impact, research and teaching and interdisciplinary working;
- Considering reports from the institute, and advising on any aspects of the institute’s work;
- Advising the Dean, through the Chair on the appointment of the Director of the institute;
- Assisting the School with institute and other reviews as appropriate.

It meets twice a year, in May and November.

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/23/3/1	Advisory Council: minutes and papers	Nov 1999; Jan 2000

### **IALS/23/4 General Purposes Sub-Committee: minutes and papers, 1947-1990**

Extent and form: 2 boxes

Administrative history: the General Purposes Sub-Committee, established in 1947, quickly came to be the real decision-making body, the decisions of which were usually ratified by the Committee of Management though this was not invariably the case. The committee was abolished in 1990.

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Extent and form</b>	<b>Dates</b>
IALS/23/4/1	General Purposes Sub-Committee: minute book	1 volume	1947-1967
IALS/23/4/2	General Purposes Sub-Committee: minute book	1 volume	1967-1974
IALS/23/4/3	General Purposes Sub-committee: agenda, minutes and papers	1 folder	Nov 1974 – Nov 1979
IALS/23/4/4	General Purposes Sub-committee: agenda, minutes and papers	1 folder	Nov 1980 – Nov 1984
IALS/23/4/5	General Purposes Sub-committee: agenda, minutes and papers	1 folder	Nov 1985- 7 Nov 1986
IALS/23/4/6	General Purposes Sub-committee: agenda, minutes and papers	1 folder	Feb – Sept 1987
IALS/23/4/7	General Purposes Sub-committee: agenda, minutes and papers	1 folder	Nov 1987-May 1988
IALS/23/4/8	General Purposes Sub-committee: agenda, minutes and papers	1 folder	Nov 1988 – May 1990

### **IALS/23/5: IALS Library Sub-Committee/Library Committee: minutes and papers, 1947-2005**

Extent and form: 6 volumes

Administrative history: established in 1947 as a sub-committee of the Committee of Management, the Library Sub-committee's committee's role was primarily advisory, not decision making.



Now called the [IALS Library Committee](#), it is an on-going committee of the Institute and meets twice a year, in March/April and October. Its current Terms of Reference are to advise the Director and the Advisory Council on all matters relating to the requirements of, and policy to be followed in the Institute's Library, both in view of the needs of the Institute as a centre for legal research and study and in relation to the resources of other libraries.

Membership comprises one representative of each University of London law schools, three co-opted members representing non-University of London law schools, two co-opted representatives of professional users, one co-opted representative of the British Library, one representative of student users and the Director and Librarian of the Institute as *ex officio* members.

Related material: a file "Library Policy", containing draft policy statements, background papers and Library Committee minutes from 1947-1984 is at IALS/3/10.

Access: open 20 years after last date on file. **Closed items are designated in red.**

Item list:

Reference	Description	Extent and form	Dates
IALS/23/5/1	Library Sub-Committee: minute book	1 volume	1947/48-1973/74
IALS/23/5/2	Library Sub-Committee: minute book	1 volume	1974/75-1986/87
IALS/23/5/3	Library Sub-Committee: minute book	1 volume	1987/88-1988/89
IALS/23/5/4	Library Sub-Committee: minute book	1 volume	1989/90-1994/95
IALS/23/5/5	Library Sub-Committee: minute book	1 volume	1995/96-1999/2000
<b>IALS/23/5/6</b>	<b>Library Sub-Committee: minute book CLOSED until 2026</b>	<b>1 volume</b>	<b>2000/1-2004/5</b>

### **IALS/23/6 Policy Review Sub-Committee: minutes and papers, 1985-1986**

Extent and format: 3 folders

Administrative history: the Policy Review [Sub-]Committee was appointed by resolution of the Institute's Committee of Management in May 1985 "to consider how the Institute should best respond to circumstances of ever increasing financial stringency" (Memo May 19 1986 in Librarian's file IALS/23/6/3). It appears to have been disbanded following publication of its report in May 1986.

Access: open

Item list:

Reference	Description	Dates
IALS/23/6/1	Policy Review Sub-committee agenda, minutes and papers	Dec 1985 - Apr 1986

Reference	Description	Dates
IALS/23/6/2	Background papers of the Committee collected by the Librarian/Secretary	1986
IALS/23/6/3	Report of the Sub-committee on May 1986, including comments and next steps	May – June 1986

### **IALS/23/7 Research Committee: minutes and papers, 1991-2000**

Extent and format: 13 folders (2 archive boxes)

Administrative history: the **Research Committee** was established as a standing committee of the Board of the Institute under clause 2 (h) of the new constitution of the Institute in 1990. It held a first meeting in January 1989 and then regular meetings from January 1990. It is an on-going committee of the Institute and now meets twice a year, in March and October.

Terms of reference: the Research Committee now reports to the Institute's Advisory Council and has responsibility for the following business, on behalf of the Advisory Council:

- To select and appoint Visiting Research Fellows from applications submitted to the Committee.
- To approve the selection of Associate Research Fellows and Senior Associate Research Fellows of the Institute.
- To Receive: Minutes from the Inns of Court Judicial Fellow Selection Committee.
- To select the topic of the Annual WG Hart Workshop from proposals submitted annually.

Access: open 20 years after last date on file. **Closed items are designated in red. Files containing personal data (c.v.s) are closed for 75 years.**

Item list:

Reference	Description	Dates
IALS/23/7/1	Research Committee 1st meeting 11 Jan 1989; 15 Jan 1990, 12 Mar 1990, 14 May 1990, 15 Oct 1990	1989-1990
IALS/23/7/2	Research Committee/Forum agenda, minutes and papers for meeting 28 Jan (agenda only), Feb 1991, Apr 1991, Oct 1991	1991
IALS/23/7/3	Research Committee/Forum agenda, minutes and papers for meeting 13 Jan, 5 Feb, 17 Sept 1992	1992
IALS/23/7/4	Research Committee agenda, minutes and papers for meeting 1 Mar 1993. Contains c.v.s - personal data CLOSED until 2069	1993
IALS/23/7/5	Research Committee agenda, minutes and papers for meeting 20 Oct 1993. Contains personal data – CLOSED until 2069	1993
IALS/23/7/6	Research Committee agenda, minutes and papers for meeting 21 Feb 1994. Contains personal data – CLOSED until 2069	1994
IALS/23/7/7	Research Committee agenda, minutes and papers for meeting 24 Oct 1994. Contains personal data – CLOSED until 2069	1994

Reference	Description	Dates
IALS/23/7/8	Research Committee agenda, minutes and papers for meeting 20 Feb 1995. Contains personal data – CLOSED until 2070	1995
IALS/23/7/9	Research Committee agenda, minutes and papers for meeting 23 Oct 1995	1995
IALS/23/7/10	Research Committee agenda, minutes and papers for meeting 19 Feb 1996. Contains personal data – CLOSED until 2072  [No meeting held in October 1996]	1996
IALS/23/7/11	Research Committee agenda, minutes and papers for meeting 25 Feb 1997. Contains personal data – CLOSED until 2073	1997
IALS/23/7/12	Research Committee: agenda, minutes and papers for meeting 20 Oct 1997  [Research Committee: agenda, minutes and papers for meeting 3 March 1998 WANTING. Minutes available in next item]	1997
IALS/23/7/13	Research Committee: agenda, minutes and papers for meeting 22 Feb 1999. Contains personal data – CLOSED until 2075  [Research Committee: agenda, minutes and papers for meeting 18 Oct 1999 WANTING. Minutes available in next item]	1999
IALS/23/7/14	Research Committee: agenda, minutes and papers for meeting 29 Feb 2000. Contains personal data – CLOSED until 2076	2000

### **IALS/23/8 Resources Policy Committee: agenda, minutes and papers, 1991-1997**

Extent and format: 1 folder

Administrative history: the [Resources Policy Committee](#) was established at the request of the Heads of London Law Schools to consider and report on resource and financial policies with a view to promoting cooperation between the Institute and the Schools of the University where law was taught. It first met on 15 November 1991 and is an on-going committee of the Institute. The main business of the Committee, which is made up of the Director of the Institute, the Librarian and the Heads of the London Law Schools, is to agree the contributions by the schools in respect of services provided by the Institute Library for postgraduate taught course law students. It meets twice a year, in March and October.

Terms of reference: to advise the Director and the Advisory Council on resource and financial policies with a view to promoting co-operation between the Institute and the schools of the University where law is taught.

Access: open

Item list:

Reference	Description	Dates
IALS/23/8/1	Resources Policy Committee: minutes and some agenda and papers, Nov 1991 (first meeting), May 1992, June 1992, Mar 1995, Mar 1996, Mar 1997, with some of the Director's correspondence	1990-1997

### **IALS/23/9: Higher Degrees Committee – agenda and papers, 1998-1999**

Extent and medium: 1 folder

Administrative history: after 2016 responsibility for Higher Degrees and Research Degrees passed to the School of Advanced Study (SAS); records from this date should be found in SAS papers.

Access: where files contain personal data they are **CLOSED for 75 years**

Item list:

Reference	Description	Format	Dates
IALS/23/9/1	Agenda, minutes and papers. <b>CLOSED until 2072</b>	1 digital folder	1996-1997
IALS/23/9/2	Agenda, minutes and papers 7 Dec 1998 and 28 June 1999		1998-1999

### **IALS/23/10: Development and Advisory Committee – agenda and papers, 1999**

Extent and medium: 1 folder

\this committee was originally called the Building Fund-Raising Committee – the name was changed just after the first meeting in July 1998.

Access: open

Item list:

Reference	Description	Dates
IALS/23/10/1	Development and Advisory Committee: agenda, minutes and papers	27 July, 19 Nov 1998
IALS/23/10/2	Development and Advisory Committee: agenda, minutes and papers	4 Mar 1999

### **IALS/23/11: IALS Review Committee – agenda, minutes and papers**

Extent and medium: 1 folder

Administrative history: on 3 November 1998 the Board of the Institute set up a Review Committee to review the work and practices of IALS. It issued its findings in April 1999.

Related material: see IALS/19/1 for the report, known as the Goode Report.

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/23/11	IALS Review Committee: agenda, minutes and papers	1 Dec 1998

### **IALS/24: IALS Awards and artefacts, n.d.; 1976-c.2022**

Extent and medium: 2 notices; 6 artefacts; 4 certificates (2 archive boxes)

Access: open

Item list:

<b>Reference</b>	<b>Description</b>	<b>Extent and format</b>	<b>Dates</b>
IALS/24/1/1-2	University of London notices advertising the sale of honey made by bees kept at IALS	2 o/s notices	c.2022
IALS/24/3	Bell used to notify that the Library was closing	Artefact	n.d.
IALS/24/4	Gavel belonging to the IALS Advisory Council	Artefact	n.d.
IALS/24/5	Plate donated by Groep Juridische Bibliotheken on 1 Apr 1976 during a visit to IALS	Plate	1976
IALS/24/6	Memorandum of Understanding between IALS and The Korea Legal Aid Corporation, Republic of Korea	Certificate in velvet case	2009
IALS/24/7	Prof Avrom Sherr, IALS: ESMAPE Excellence Award	Metal plate in velvet case	2012
IALS/24/8	Certificate of achievement: Wallace Breem Memorial Award given by BIALL to Steven Whittle	Framed certificate	n.d.
IALS/24/9	Certificate of Achievement: IALS Document Supply Service awarded the Customer Relations Initiative Award for 2008 by BIALL	Framed certificate	2008
IALS/24/10	Certificate of Achievement: IALS Library awarded the Wallace Breem Memorial Award for 2016 by BIALL	Framed certificate	2016
IALS/24/11	CIETAC: Chinese International Economic and Trade Arbitration Commission (no citation)	Glass artefact on a stand	n.d.
IALS/24/12	Halsbury's Award for Best Legal Information service (non-commercial sector); Lexis Nexus BIALL	Glass artefact on a stand	2009
IALS/24/13	IALS: MA in Taxation 2009-2010 Double Tax? Single Malt	Glass decanter	2010

## **IALS/25: Registers of persons admitted to the Institute, 1948-1989**

Extent and medium: 5 volumes (1 archive box)

Scope and contents: the volumes contain name, date, course. Some volumes include nationality and library registration number.

Access: open 20 other than the first volume which includes private addresses. **Closed volumes are designated in red.**

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/25/1	Register of persons admitted to the Institute. <b>CLOSED until 2037 – includes personal data</b>	June 1948 – Sept 1961
IALS/25/2	Register of persons admitted to the Institute.	Sept 1961- Oct 1969
IALS/25/3	Register of persons admitted to the Institute.	1969-1979
IALS/25/4	Register of persons admitted to the Institute	1979-1980
IALS/25/5	Register of persons admitted to the Institute	1986/87-1988/89

## **IALS/26: International and Professional Training Unit (IPTU): records, 1988-1996**

Extent and format: 20 archive boxes of paper records and 2 video recordings

Administrative history: the International and Professional Training Unit (IPTU), aimed at furthering the education of professional lawyers around the world, was active from c.1988- c.1997. The Unit was under the joint direction of Sir William Dale and Hilary Lewis Ruttley; it undertook the following:

- Regular training programmes
- Course design and commissioned training
- Consultancy services
- Research, including Fellowships
- Discussion Groups

Training programmes run by the Law and Development Forum (LDP), the Middle East Legal Practitioners Forum (MELPF), the cross-cultural Continuing Legal Education (CLE) and the Commonwealth Young Lawyers Course (CYLC) were managed by Hilary Lewis-Ruttley under the IPTU umbrella. Several fellowship programmes were also administered by the IPTU, including the Nuffield fellowship, British Council fellowships and the Temple Bar Foundation scholarship.

Biographical note: Hilary Lewis Ruttley (b.1956) was born in Hong Kong. She is a graduate in Law and Anthropology from SOAS and is a Barrister (Inner Temple, 1980). She was Joint Director of Studies at the IPTU at IALS and also the Co-ordinator of academic and practitioner groups based at IALS, including the Legal Skills Research Group (LSRG), for the records of which see IALS/21.

Scope and content: the material comprises the administrative records and course materials of the various programmes managed by Hilary Lewis Ruttley and Juliet Fussell, IPTU secretary.

Related material: an undated leaflet describing the work of the IPTU is at IALS/13/5/9.

Archival history: the records were passed to the Archives by Jules Winterton in 1999. They were in no particular order and without any file lists or clear classification. In 2023 they were catalogued by course programme in roughly chronological order.

### **IALS/26/1 Law and Development Programme (LDP): Papers, 1988-1997**

Extent and format: 8 boxes

Administrative history: the LDP was established to provide an international centre for interdisciplinary research, professional training, study and information on law and development.

Aims: the aim of the LDP was to establish an international centre for training, research and information on legal issues arising out of relations with developing countries. Training courses included: the Commonwealth Young Lawyers Course, the Law and Development Forum and the Middle East Practitioners Group. The programme and courses were managed by the IPTU.

Scope and content: the items below comprise the papers of Hilary Lewis Ruttley and Juliet Fussell, transferred to the Archives at various times in 1999 and in no particular order. Original file titles, where they exist, are included in inverted commas.

Arrangement: roughly chronological.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/26/1/1 Parts 1-3	Papers relating to the creation of the Law and Development Programme at IALS. Includes proposals for the Commonwealth Young Lawyers Course and an Anglo-Japanese group on Law and Development. <b>Part 3 CLOSED until 2063— contains HLR's cv</b>	1988-1993
IALS/26/1/2	Papers re the establishment of the Law and development programme, the LDP Board, funding applications and creation of a CLE unit at IALS	1988-1996
IALS/26/1/3	Papers relating to the annual Law and Development forum as part of the LDP	1990-1992
IALS/26/1/4	"LDP training": papers relating to the expansion of LDP training programme	1990-1993
IALS/26/1/5 pts 1-2	"Middle East Legal Practitioners' Forum"	1990-1993
IALS/26/1/6	"Central and Eastern Europe incl USSR": papers re proposed training for lawyers from Central and Eastern Europe	1990-1991

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/26/1/7	"China". Includes arrangements for visit of Chinese legal education delegation and re a joint 5 year programme to train Chinese judges	1991-1997
IALS/26/1/8	Proposals for and notes re creation of British-Polish Legal Association Induction course, 27 & 28 April and 7 May 1992	1992-1995
IALS/26/1/9 Pts 1-2	Judicial studies programme, Poland; course outline 26-28 Aug 1992 and 9-21 Sept 1992	1992
IALS/26/1/10	Judicial studies course, Commonwealth and Asian judges	1992-199
IALS/26/1/11	Negotiating and advising skills in international contracts – practical legal skills 29 April – May 1992	1992
IALS/26/1/12	Dispute Resolution in International Contracts – Practical Legal Skills course 15-16 June 1992	1992
IALS/26/1/13	Legal Training Skills for Lawyers April 1992 – June 1993: course details	1992-1993
IALS/26/1/14	Legal Training Skills for Lawyers: Negotiating and Advising Skills in International Contracts 18-19 Feb 1993: course details	1993
IALS/26/1/15	Legal Training Skills for Lawyers" Dispute Resolution Skills in International Contracts 20 Apr 1993 & 29-30 Apr 1993: course details	1993
IALS/26/1/16	Legal Training Skills for Lawyers: course papers, 21-22 June 1993 see also pt 2 in 1997	1993
IALS/26/1/17	Joint SOAS & IALS/(LDP) conference: commercial law in the Middle East, 23-25 June 1993 – papers	1993
IALS/26/1/18	"European Young Lawyers Course" 1993: proposal re course for Central and Eastern Europe lawyers	1993
IALS/26/1/19	"Central and Eastern Europe": discussions re training of Central and Eastern Europe lawyers	1994-1997
IALS/26/1/20	"Slovenia" [training project ongoing] Poland and Hungary: Assistance for Restructuring their Economies (PHARE) programme. PHARE programme: Slovenia/EU seminars joint courses IALS BFL Phare, Ljubljana, including tender, proposal and contract	1994
IALS/26/1/21	"Slovenia" Ljubljana Oct 1994-1995 PHARES course outline and timetables 6-8 Oct 1994 and Jan 26-27 1995	1994-1995



<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/26/1/22 Parts 1-2	Poland and Hungary: Assistance for Restructuring their Economies (PHARE) programme: papers re Slovenia/EU seminars/joint courses IALS BFL Phare, Ljubjuana – course papers, courses 6-8 Oct 1994 and 16-17 Feb 1995	1994-1996
IALS/26/1/23	PHARE programme: “Slovenia 1995-” training for judges, Ljubljana 15-16 Apr 1996 1995-6	1995-1996
IALS/26/1/24	“Alternative approaches to the civil litigation process” – CLE programme by IALS on behalf of the South Carolina Bar, 25-27 Apr 1994: course papers and admin	1994-1995
IALS/26/1/25	Dispute Resolution Skills in international contracts – practical legal skills, 16-17 Feb 1994	1994
IALS/26/1/26	Negotiating and advising skills in international contracts – practical legal skills, 8-10 June 1994	1994
IALS/26/1/27	Legal training skills for lawyers, 5-6 July 1995: syllabus, sessions, course outlines	1995
IALS/26/1/28	“Thai judges” legal English language training courses Sept 1995 & June - Aug 1996	1995-1997
IALS/26/1/29	Dispute resolution skills in international contracts, 3-4 Apr 1995: syllabus, sessions	1995
IALS/26/1/30	Negotiating and advising skills in international contracts, 3-5 May 1995: syllabus, sessions	1995
IALS/26/1/31	Negotiating and advertising skills in international contracts, 16-17 Apr 1996: course details and papers	1996
IALS/26/1/32	Dispute resolution skills in international contracts, 13 & 14 May 1996: course details and papers	1996
IALS/26/1/33	System for criminal justice programme for young Turkish lawyers June 1996 sponsored by the British Council	1996
IALS/26/1/34	Joint Seminar in Turkey with British Council for Turkish Young Lawyers 14-18 July 1997	1997
IALS/26/1/35	Negotiating and advertising skills in international contracts 17 – 18 March 1997: course papers	1997
IALS/26/1/36	Dispute resolution skills in international contracts 24 & 25 March 1997: course papers	1997
IALS/26/1/37	English for Lawyers 17-21 Mar 1997 Communicaid English & IALS	1997
IALS/26/1/38	Negotiating in the European Union 16-20 June 1997 – know how fund regional training course pt 1 Course papers	1997

Reference	Description	Dates
IALS/26/1/39	Negotiating with the European Union 24-28 Nov 1997 – know how fund regional training course pt 2	1997

## **IALS/26/2: The Commonwealth Young Lawyers Course (CYLC) - papers, 1990-1994**

Extent and format: 4 boxes

Administrative history: the Commonwealth Young Lawyers Course (CYLC) was initially run by the CLEA and was targeted at developing Commonwealth countries, excluding Australia, Canada and New Zealand. The first CYLC ran from Jan – June 1990. It was run by London University, initially by IALS, SOAS and UCL. UCL then withdrew and the course was run jointly by IALS and SOAS and sponsored by the British Council. Hilary Lewis-Ruttley was the IALS/Course Director from 1990-1997.

Scope and contents: the material in this series comprises the course materials of Hilary Lewis Ruttley, Director of the IPTU's Commonwealth Young Lawyers Course (CYLC) and of Juliet Fussell, course secretary.

Arrangement: roughly chronological.

Access: open 20 years after last date on file other than files containing personal data, which are closed for 75 years. **Closed items are designated in red.**

Item list:

Reference	Description	Dates
IALS/26/2/1	File on continuing legal education in the Commonwealth, including Commonwealth skills training programme for lawyers; proposed Legislative Drafting Centre; Kenya Judicial Studies Programme	1990-1995
IALS/26/2/2	HLR's correspondence with British Council concerning CYLC applicants. <b>CLOSED until 2068</b>	1990-1993
IALS/26/2/3	CYLC 1990: Negotiating and Advising in International Contracts, June 1990; course papers and list of attendees	1990
IALS/26/2/4	CYLC 1990: The Lawyer's Role in the Settlement of International Commercial Contracts, 30 Apr – 1 May 1990; course papers	1990
IALS/26/2/5	CYLC 1991: Negotiating and Advising in International Contracts, June 1991; course papers and list of attendees	1991
IALS/26/2/6	CYLC 1991: Dispute Settlement Skills in International Commercial Contracts May 1991: course papers	1991

Reference	Description	Dates
IALS/26/2/7	Legal training skills for lawyers: training for Commonwealth lawyers, 27-28 April 1992	1992
IALS/26/2/8	Commonwealth young lawyers course Jan - Feb 1993: Introduction and Academic Phase course papers	1993
IALS/26/2/9	File: "CYLC general 1993". CYCL sample certificate, list of participants Includes photos. CLOSED until 2068	1993
IALS/26/2/10	Commonwealth young lawyers course Jan/Feb 1994: introduction and teaching programme	1994
IALS/26/2/11	"CYLC general 1994" Includes list of addresses of trainees and photos 1990-1995. CLOSED until 2069	1990-1994
IALS/26/2/12	CYLC 1995 general course outlines for 1995 (Jan – July) including presentations, receptions, placements, participants by country and directory of addresses. CLOSED until 2070	1995
IALS/26/2/13	Commonwealth young lawyers course: teaching phase pt 1 Jan 9-19 1995	1995
IALS/26/2/14	Commonwealth young lawyers course: teaching phase pt 2 Jan 20-Feb 17 1995	1995
IALS/26/2/15 Parts 1-2	1996 Commonwealth young lawyers course Feb-March 1996: teaching phase binder 1 & 2 . Programme and course materials weeks 1-2, 3-6	1996
IALS/26/2/16	CYLC 1996 Legal Training skills for lawyers for Commonwealth Young Lawyers and Turkish Young Lawyers 24 June 1996	1996
IALS/26/2/17	CYLC - IPTU & British Council sponsored "IALS and SOAS legal practice training programme, Tanzania" 1997 Personal data - CVs CLOSED until 2072	1997

### **IALS/26/3 Nuffield Foundation Fellowship programme: Hilary Lewis-Ruttley's papers, 1993-1997**

Extent and format: 3 boxes

Administrative background: the Nuffield Foundation Fellowship Scheme was intended to "strengthen the capacity of legal and judicial institutions in Commonwealth developing countries, in addressing current problems relating to law and the profession, in particular through indigenous designs for law reform and continuing legal education (CLE)" (see pamphlet in IALS/26/3/1). The programme formed part of the IALS's law reform and initiatives in professional legal education and was co-ordinated by the IPTU. The first Nuffield programme took place at IALS in 1994 and ran until 1997.

From 1996-97 IALS provided mixed research/training fellowships into law reform and initiatives in professional legal education, also sponsored by the Nuffield Foundation and the British Council and running in tandem with the Nuffield Foundation Scheme.

Scope and content: the material below comprises Hilary Lewis-Ruttley's and Juliet Fussell's papers relating to the Nuffield Foundation Fellowship Programme and the mixed research fellowships from 1994-1997.

Item list:

Reference	Description	Dates
IALS/26/3/1	Nuffield Fellowship 1994: proposal, descriptive pamphlet, background papers, form letters, programmes, list of Nuffield Fellows	1993-1994
IALS/26/3/2	Nuffield Fellowship 1994: shortlisted applicants, application forms and research project titles and summaries (successful candidates), evaluation reports and related papers. Contains personal data – CLOSED until 2059	1993-1994
IALS/26/3/3	Nuffield Fellowship 1994: Training for Judicial Trainers, 23-24 Feb and 3 Mar 1994 - programme papers	1994
IALS/26/3/4	Nuffield Fellowship 1994: presentations by Nuffield Fellows with synopses	1994
IALS/26/3/5 Parts 1-3	Nuffield Fellows' final proposals (originals): <ul style="list-style-type: none"> <li>• Spring Yuen Ching FUNG and Anthony WATSON-BROWN, <i>The Template – a Guide for the Analysis of Complex Legislation</i></li> <li>• S B Domah, <i>Towards a Renewed Breed of Judicial Administrators in Mauritius for a Renewed Set-up in a New Era</i></li> <li>• Md Nizamul Huq Nasim and Md Moazzam Husain, <i>Comparative Study of Mechanisms for the Protection of Human Rights, with a Particular Focus on the right to Personal Liberty, the Right to Freedom from Arbitrary Arrest and Detention and the Right to Freedom from Torture</i></li> <li>• Dr Sonia L Richards, <i>Reform in the Magistrates' Courts in Barbados</i></li> </ul>	1994
IALS/26/3/6	Nuffield Fellowship 1995: background papers, form letters, programmes, shortlisted applicants, itinerary. Contains personal data – CLOSED until 2060	1994-1995

Reference	Description	Dates
IALS/26/3/7	Nuffield Fellowship1995: shortlisted applicants, application papers and proposals (successful only) and related papers. Contains personal data – CLOSED until 2060	1995
IALS/26/3/8 Parts 1-2	Nuffield Fellows' final proposals (originals)and synopses: <ul style="list-style-type: none"> <li>• Anita M H Ababio, <i>The Impact of the constitutional Provisions on the Customary Disabilities of Women in Ghana; report on the Abolition of Ritual Slavery, Forced Labour and other related Practices</i></li> <li>• Sarah Banenya, <i>Matrimonial Property from the Human Rights and Law reform Perspectives: which Way Uganda</i></li> <li>• S M A Segopolo, <i>Reforming the Copyright Law in Botswana: some thoughts from the Future</i> (synopsis only)</li> <li>• Jacob Shayo, <i>Review of Witchcraft: Social, Cultural and Scientific Aspects – Law Reform Proposals for Tanzania (synopsis only)</i></li> </ul>	1995
IALS/26/3/9	"Nuffield Fellowships general" 1996-1997 pamphlet, background papers, form letters, programmes, shortlisted applicants	1996-1997
IALS/26/3/10	Nuffield Fellowship1996: Fellows' completed project papers: <ul style="list-style-type: none"> <li>• Mahinda Ambahera, <i>The Takeovers and Mergers Code of Sri Lanka: A Proposal for Administration and Enforcement</i></li> <li>• Saleem Marsoof, <i>The Pipe-Dreams and Nightmares of the Sri Lanka Company Takeover Code</i></li> <li>• Nassim Mohammed, <i>Reform of the Law relating to Charities in Trinidad and Tobago</i></li> <li>• Nike Olafimihan, <i>Removing the Obstacles to the Enforcement of Environmental Legislation in Nigeria</i></li> <li>• Omoranike Tejan-Cole, <i>Developing Environment Law in Sierra Leone: Proposals for the Reform of Wildlife and Water Legislation</i></li> </ul>	1996

Reference	Description	Dates
IALS/26/3/11	Nuffield mixed research and IALS Training fellowships: list of Fellows, programme, mentors, application forms, proposals, presentations. Contains personal data – CLOSED until 2062	1997
IALS/26/3/12	Nuffield Mixed Research/Training Fellowships - Implementation seminar 22 Apr 1997	1997
IALS/26/3/13 Parts 1-3	<p>“Nuffield 1997”. Nuffield Fellowship 1997: Fellows’ completed project papers:</p> <ul style="list-style-type: none"> <li>• Nkamo Mokokongwa-Diswai, <i>Financial Institutions – are they the last Option in combating money-laundering Botswana?</i></li> <li>• Nthathi Mokitimo, <i>Alternatives to Prison – can they work in Lesotho</i></li> <li>• Peter Sakoane (Lesotho), <i>Victims’ Rights versus Offenders’ Rights: towards a Balance in the Criminal Justice System</i></li> <li>• Ngassa Dindi, <i>A Research report on Corporate Insolvency Law reform in Tanzania</i></li> <li>• Karen Tesheira (Trinidad), <i>A Compulsory refresher Course for the Probate Practitioner – towards reform in the Law of Succession (Wanting)</i></li> <li>• Don Washington Ruhukwa, <i>Intellectual Property Rights and the Legal Implications for Zimbabwe of the Agreement on Trade Related aspects of Intellectual Property Rights (TRIPS) arising from the conclusion of the Uruguay Round of Multilateral Trade Negotiations</i></li> <li>• Etienne Sinatambou, <i>Integration in the Law-Making Process relating to water pollution control in Mauritius</i></li> <li>• Johan van den Berg, <i>Environmental Mediation</i></li> </ul>	1997

### **IALS/26/4 IPTU Temple Bar Foundation scholarship papers, 1994-1997**

Extent and format: 1 box

Administrative history: the Temple Bar Foundation scholarship programme was established in 1993 to strengthen professional links and the exchange of ideas and services between members of the American and English Bars. It was sponsored by the Temple Bar Foundation and co-ordinated by the IPTU at IALS. The programme was discontinued in 1996. The papers below were created by Juliet Fussell.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/26/4/1	Temple Bar Foundation Scholarship Programme 20 Sept 1994 – course materials	1994
IALS/26/4/2	Temple Bar Foundation Scholarship Programme 2-27 oct 1995 - course materials	1995
IALS/26/4/3	Temple Bar Foundation Scholarship Programme 30 Sept – 25 oct 1996 - course materials	1996
IALS/26/4/4	“Temple Bar Foundation”. List of scholars, including Cvs personal data, presentations, admin	1996-1997

### **IALS/26/5 British Council Fellowships**

Extent and format:

Administrative history: the British Council funded a number of judicial training courses for judges from overseas in 1996. The course was run by the IPTU.

Item list: 2 boxes

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/26/5/1	IPTU “British Council fellowship Ricardo Pereira 1996” Judicial administration course including course materials and c.v. Includes personal data: CLOSED until 2062	1996
IALS/26/5/2	IPTU “British Council Nepal Mr Timalsena 1996”. Judicial administration course papers including course materials and c.v. Includes personal data: CLOSED until 2062	1996

### **IALS/26/6 Hilary Lewis-Ruttley’s personal papers relating to programmes and conferences in which she participated, 1990-1996**

Extent and format: 3 boxes

Scope and content: HLR was a member of numerous organizations and contributed to a number of programs and conferences in a quasi-private capacity; the items below comprise her papers.

Item list:

<b>Reference</b>	<b>Description</b>	<b>Dates</b>
IALS/26/6/1	HLR’s paper “Continuing Legal Education” for 4th seminar for officers of developing Bar Associations and Law Societies, 16-18 Sept 1990, New York	1990
IALS/26/6/2 Pt 1	HLR’s papers as a member of the CLEA and the Editorial Board of the Commonwealth Lawyers’ Association, plus attendance at the 10 <sup>th</sup> Commonwealth Law Conference in Cyprus, 1992-6	1991-1992

Reference	Description	Dates
IALS/26/6/2 Pt 2	“Binder2 Commonwealth Lawyers Association” 1992-7. HLR was a director of the CYLA and also on the Commonwealth Editorial Board. This includes a CYLA conference at which she spoke as Director of the IPTU. Also papers re her work as a member of the CLEA Advisory Panel.	1992-1996
IALS/26/6/3	“Binder I Africa CLE network; HLR’s papers re Commonwealth law reporting; ODA/human rights NGOs”	1991-1992
IALS/26/6/4	HLR’s papers re the John Marshall Harlan Seminar papers, July 19-28 1993 and 16-27 July 1995. The seminars, sponsored by the Judiciary Leadership Development Council and held at IALS, brought Federal and State judges from the USA to the UK to stimulate discussion of Anglo-American, international and European community legal issues.	1993-1994
IALS/26/6/5	“Discipline network in law” 1995-7 general transferable skills in law curriculum. HLR won a tender with the University of Leeds Faculty of Law for this project. 2 workshops, one at IALS and one at Leeds, Jan and Feb 1997	1995-1997
IALS/26/6/6	“Future of legal services and ADR; Family law procedure”: training skills analysis seminar for family lawyers. HLR and Avrom Sherr won a tender with the Law Society to run a seminar on this topic. Includes some papers on arbitration and mediation.	1995
IALS/26/6/7 pts 1-2	HLR’s papers on a seminar on alternative dispute resolution and arbitration in family disputes, 5-7 July 1996. “Arbitration in family disputes, 1996”. HLR was a member of the teaching panel. Was managed by the Institute of Family Mediation and Arbitration	1996
IALS/26/6/8	“Human rights; law and development NGOs 1994” HLR was a member of the Human Rights and Development Forum; includes minutes and a handwritten paper by HLR	1996
IALS/26/6/9	“Human rights training” 1994-7. Seminar for MA students given by HLR, 3-17 Oct 1996	1996
IALS/26/6/10	International Development Law Institute (Rome) “IALS IDLI; Friends of IDLI; conference and dinner at IALS/1996. HLR was a member of IDLI	1996
IALS/26/6/11	HLR’s papers re visit to IALS of Judge Jan Svak of Slovakia, 1996-7. C.v. – personal data. Arranged by J Fussell. CLOSED until 2071	1996



## IALS/27: W G Hart Workshops – papers, 1979-2004

Extent and form: 10 archive boxes

Historical background: funds provided by the Ford Foundation enabled the IALS to sponsor 13 annual workshops from 1966-1978. Once those funds were exhausted the Institute took over the management of the workshops. From 1981 the annual workshop for law teachers hosted by the Institute of Advanced Legal Studies was supported by the W G Hart Bequest. (Foreword to Lord Wedderburn of Charlton and W T Murphy (eds), *Labour Law and the Community: Perspectives of the Law*).

Access: open

Accruals: further accruals are expected

Related material:

- Records relating to the administration of the Hart workshop will also be found in IALS directors' and secretaries' papers.
- In 1990 a Research Committee was established; one of its tasks was to select the topic of the Annual WG Hart Workshop from proposals submitted annually. Its records are at IALS/23/7.
- Papers from post-2004 workshops are available in the E-Repository available via the School of Advanced Studies website: <https://ials.sas.ac.uk/digital/ials-e-repository>. The proceedings of some workshops have also been published, including the workshops in 1996, 1999, 2000, and 2004. Papers from some of the workshops are held by IALS Library. Please see the library catalogue for further details.

Item list:

Reference	Description	Dates
IALS/27/1	W G Hart workshop 1980: <i>International Law: Teaching and Practice</i> - reports and papers	1980
IALS/27/2	W G Hart workshop 1981: <i>Contract: Death or Change of Life?</i> - reports and papers	1981
IALS/27/3	W G Hart workshop 1982: Lord Wedderburn of Charlton and WT Murphy (eds), <i>Labour Law and the Community: Perspectives for the 1980s</i> - reports and papers	1982
IALS/27/4	W G Hart workshop 1983: <i>The Family, State and Law in Britain Today</i> - reports and papers	1983
IALS/27/5	W G Hart legal workshop 1984: <i>Legal Theory</i> - reports and papers	1984
IALS/27/6	W G Hart legal workshop 1985: <i>Commercial Law</i> - reports and papers	1985
IALS/27/7	W G Hart legal workshop 1986: <i>Criminal Law and Justice</i> - reports and papers	1986

Reference	Description	Dates
IALS/27/8	W G Hart legal workshop 1987: <i>Discretion in Legal Contexts – Socio-legal Perspectives</i> – reports and papers	1987
IALS/27/9	W G Hart legal workshop 1988: <i>Law and Medicine</i> – reports and papers	1988
IALS/27/10 parts 1-2	W G Hart legal workshop 1989: <i>The single European Market and the development of European Law</i> : reports and papers	1989
IALS/27/11	W G Hart legal workshop 1990: <i>Discrimination and Law</i> : reports and papers	1990
IALS/27/12	W G Hart legal workshop 1991: <i>Insolvency</i> – reports and papers	1991
IALS/27/13	W G Hart legal workshop 1992: <i>Dispute Resolution: Civil Justice and its Alternatives</i> – provisional programme and attendees only	1992
IALS/27/14 Parts 1-2	W G Hart legal workshop 1993: <i>Concepts of property in the law</i> – reports and papers	1993
IALS/27/15	W G Hart legal workshop 1994: <i>Understanding human rights</i> : reports and papers	1994
IALS/27/16	W G Hart legal workshop 1995: <i>Liability, Regulation and Risk Management: reorienting the Legal Debate</i> – report and papers	1995
IALS/27/17	W G Hart legal workshop 1996: <i>Lawmaking for the European Union</i> – reports and papers	1996
IALS/27/18	W G Hart legal workshop 1997: <i>Access to Environmental Justice: a Comparative Examination</i> – reports and papers	1997
IALS/27/19	W G Hart legal workshop 1998: <i>Transnational (Corporate) Finance and the Challenge to the Law</i> – reports and papers	1998
IALS/27/20	W G Hart legal workshop 1999: <i>Legal Regulation of the Employment Relation</i> – report and papers	1999
IALS/27/21	W G Hart legal workshop 2000: <i>Comparative Law in the 21<sup>st</sup> Century</i> – programme and participants only	2000
IALS/27/22	W G Hart legal workshop 2001: <i>The Changing Work and Organisation of Lawyers and its Educational Implications</i> – abstracts and papers	2001
IALS/27/23 Parts 1-2	W G Hart legal workshop 2002: <i>The Idea of Property and Obligations in Law</i> – report and papers	2002
IALS/27/24	W G Hart legal workshop 2003: <i>EU Law for the 21<sup>st</sup> Century: Rethinking the New Legal Order</i> – programme and participants only	2003

Reference	Description	Dates
IALS/27/25	W G Hart legal workshop 2004: <i>The Challenge of Migration to Legal Systems</i> – report and papers	2004
IALS/27/26	W G Hart legal workshop 2005: <i>Understanding Law and Legal Process: the Approaches, Value and Outcomes of Empirical Research</i> - programme and participants only	2005
IALS/27/27	W G Hart legal workshop 2006: <i>The Retreat of the State: Challenges to Law and Lawyers</i> – programme, abstracts and participants only	2006
IALS/27/28	W G Hart legal workshop 2007: <i>Access to Justice</i> – programme, abstracts and participants only	2007
IALS/27/29	W G Hart legal workshop 2008: <i>Theory and Practice of Harmonisation</i> – programme, abstracts and participants only	2008

### **IALS/28: Administrative Secretary/Institute Manager – records, 1963-2007**

Extent and format: 10 archive boxes of paper files

Administrative history and arrangement: although the functions of Librarian and Secretary were separated in 1971 and some discrete filing systems were set up (see IALS/3 – IALS/10), a large number of files remained in combined secretary/librarian filing systems into the later 1980s. Some formal separation of filing systems began in the 1990s under a new Administrative Secretary, David Phillips. The following individuals have held the post since then:

- Mr David Phillips, Administrative Secretary 1987-2006
- Mr Peter Niven, Administrative Secretary 2006-2008
- Mr Will Fitzmaurice, Administrative Manager 2009-2011
- Ms Margaret R. Wilson, Institute Manager 2011-2012
- Dr Conor Wyer, Institute Manager 2012-2017
- Mr Alex Bussey, Institute Manager, 2018-date

Scope and content: the only records catalogued to date are those inherited or compiled by David Phillips. No records appear to have survived as discrete collections from Peter Niven's, Will Fitzmaurice's or Margaret Wilson's terms of office.

#### **IALS/28/1: David Phillips, Administrative Secretary 1987-2006 – miscellaneous records, alphabetically arranged, 1963-2007**

Extent and format: 10 archive boxes of paper files

Scope and content: the records below comprise files from the time of earlier secretaries (primarily Boxhall) which were continued by Phillips prior to creating a bespoke filing system.

The series also includes a small number of files created by H F Patterson, who was temporary secretary for a short period in 1986 pending the appointment of Phillips. Original file titles are given in inverted commas. Phillips later instituted a new filing system, the records of which, once catalogued, will be found at IALS/28/2.

Arrangement: it was not possible to identify any original arrangement as the material had been stored in cartons and transferred at different times, in no discernable order and without any registration numbers. It has therefore been listed in alphabetical order by original file title, on the assumption that this is how it might originally have been stored.

Related material: some of the records relating to Phillips' early years as Administrative Secretary will be found in earlier filing systems in IALS/8 - IALS/10.

Item list:

<b>Number</b>	<b>Description</b>	<b>Dates</b>
IALS/28/1/1	"Academic plan – planning statements"	1987-1996
IALS/28/1/2	"Acting Director 1986". (Patterson's file). PERSONAL DATA – CLOSED until 2060	1985
IALS/28/1/3	"Awards" for Commonwealth University staff	1963-1989
IALS/28/1/4	"Board of the Institute 29/7/88-8/7/92" correspondence, mostly re membership	Weeded; RP remainder
IALS/28/1/5	"Briefing on legal/commercial aspects of property development venture in Hungary and Czechoslovakia for Holman Fenwick Willan"	1990
IALS/28/1/6	"British Council visitors": Sternberg, Betti, Bogdanovic	1990-1992
IALS/28/1/7	"Butterworth Fellowships 1988/89": successful. Contains c.v.s – CLOSED until 2063	1988
IALS/28/1/8	"CPHK [City Polytechnic of Hong Kong] MA arbitration skills project"	1992-1993
IALS/28/1/9	"Directorship applications 1987" – general papers (Patterson's file). PERSONAL DATA – CLOSED until 2062	1986-1987
IALS/28/1/10	"Directorship general 1986" [terms and conditions, advertisements etc] (Patterson's file). PERSONAL DATA – CLOSED until 2061	1986
IALS/28/1/11	"EMLO (European Maritime Law Organisation)" 1991	1991
IALS/28/1/12	"ESRC [Economic and Social research Council] – legal research in the single European market" (research project)	1985-1990
IALS/28/1/13	"ESRC legal implementation of the single European market at national level" (research award)	1990-1994
IALS/28/1/14	"ESRC – legal services in a legal community" (research project)	1995

<b>Number</b>	<b>Description</b>	<b>Dates</b>
IALS/28/1/15	"ESRC/DTI [Small Business Initiative] small business project"	1988-1992
IALS/28/1/16	"English law diploma course for lawyers from the EC and Eastern Europe"	1990
IALS/28/1/17	"Friends Committee": Phillips' file as Honorary Secretary of the Friends of the Institute/Society for Advanced Legal Studies (SALS), including returns to Companies House, press releases and working group meetings (see IALS/22 for the records of SALS)	1988-1998
IALS/28/1/18	"Friends of the Institute"	1988-1991
IALS/28/1/19	"Fund raising – Lord Scarman's letter" 1985	1985
IALS/28/1/20	"Government Legal Advisers Course (GLAC) Advisory Board": Parts 1-2 correspondence, minutes and papers	1985-1994
IALS/28/1/21	"GLAC Advisory Board" winding up	1992-1994
IALS/28/1/22	"HSE study of legal interpretation between UK and EC courts"	1989-1992
IALS/28/1/23	"IALS staff review 1986": 1986 report, with correspondence and papers	1986-1987
IALS/28/1/24	"Inns of Court Fellowships 1991/2: [Judge] Kanno"	1991-1992
IALS/28/1/25	"Inns of Court Fellowships 1991/2: De Soysa"	1991-1992
IALS/28/1/26	"IOC/VF 1992/3: Chiarloni"	1992-1993
IALS/28/1/27	"Inns of Court and Visiting Fellowships 1992/3: Rigaux"	1992-1993
IALS/28/1/28	"Inns of Court Fellowships 1993/4: Findlay"	1993-1994
IALS/28/1/29	"IOC 1993/4: Pottenger" Personal data – CLOSED until 2069	1993-1994
IALS/28/1/30	"Inns of Court Fellowship –94/95 – Robertson"	1994-1995
IALS/28/1/31	"Inns of Court Fellowship –94/95 – Thomas". Contains c.v. – CLOSED until 2070	1994-1995
IALS/28/1/32	"Inns of Court Fellowship –94/95 – Wydick"	1994-1995
IALS/28/1/33	"International Centre for Public Law" (based at IALS). Includes Memorandum and Articles of Association and semi-current financial records	1991-1996
IALS/28/1/34	"International Legal centre" file re ILA renting	1981-1989
IALS/28/1/35	"ILO [International Labour Office] – study of legal situation of drug/alcohol abuse in the workplace"	1992
IALS/28/1/36	"Sir Jack Jacob Director" (re retirement)	1986-1988
IALS/28/1/37	"Sir Jack Jacob portrait appeal" (also re Diamond portrait)	1988-1990

<b>Number</b>	<b>Description</b>	<b>Dates</b>
IALS/1/28/38	"Judicial studies course (Poland): LCD"; primarily a file on setting up the IPTU (see IALS/26) but also includes CLE, Nuffield funding and funding for a course in Gaza, Palestine	1992-1995
IALS/28/1/39	"Law and Development – programme"	1988-1991
IALS/28/1/40	"Legal Form and Taxation of small firms" - project papers	1993-1994
IALS/28/1/41	"Library", primarily about fees and validation	1989-1993
IALS/28/1/42	Number not used	
IALS/28/1/43	"Naylor report": copy of report on review of library services, with responses, comments, papers	1987-1988
IALS/28/1/44	"Nuffield Fellow 1989/90: Mrs Tuscher-Anakapu"	1989-1990
IALS/28/1/45	"Nuffield Fellow 1990/1: Ms S Monymane"	1990-1991
IALS/28/1/46	"Nuffield Fellowship 1991/92: W Ajai"	1991-1992
IALS/28/1/47	"Nuffield Fellowship 1992/3: Dr T Mamman"	1992-1993
IALS/28/1/48	"Nuffield Fellowship 1993/94: J Musisi"	1993-1994
IALS/28/1/49	"ODA [Overseas Development Administration] – Kenya – Assistance for the Judiciary"	1991
IALS/28/1/50	"ODA: study of Palestinian legal infrastructure"	1994-1995
IALS/28/1/51	"Petroleum and Mineral Law Education trust" (file re IALS project and grant)	1989-1992
IALS/28/1/52	"Research Committee" Phillip's file on Associate research fellowships	1993-1995
IALS/28/1/53	"Research Forum/Academic Staff meetings"	1989-1994
IALS/28/1/54	"Georg Schwarzenberger Prize in International Law" – administration and successful candidates	1979-1994
IALS/28/1/55	"Senior research fellowships in company and commercial law" – publicity material	1992
IALS/28/1/56	"Senior Research fellowship in Company and Commercial Law" – funding and successful Fellows	1983-1991
IALS/28/1/57	"Staff: AUT [Association of University Teachers]" -enquiries	1975-1991
IALS/28/1/58	"Staff: trade unions"	1970-1993
IALS/28/1/59	"Stock Exchange training course"	1992-1993
IALS/28/1/60	"UFC research assessment exercise 1992" IALS returns and comments	1992
IALS/28/1/61	"UGC Research selectivity exercise": Phillips' response	1990

<b>Number</b>	<b>Description</b>	<b>Dates</b>
IALS/28/1/62	"University of London: Academic Registrar – academic audit" - IALS's papers re audit	1987-1994
IALS/28/1/63	"University of London central/Eastern European Liaison office"	1994-1996
IALS/28/1/64	"University of the South Pacific" - papers re visit by Professor of Law	1995-1996
IALS/28/1/65	"Visiting Fellowship applications" (successful; Hassett , Desdevises, D'Sa, Greenebaum, Hastings, Horibe, Kishida) . PERSONAL DATA – CLOSED until 2067	1990-1992
IALS/28/1/66	"Visiting Fellowships" 1990-1991	1990-1991
IALS/28/1/67	Visiting Fellowships 1992/93: Evans"	1992-1993
IALS/28/1/68	"Visiting Fellowships 1992/3: Maher"	1992-1993
IALS/28/1/69	Visiting Fellowships 1992/93: Sugarman"	1992-1993
IALS/28/1/70	"Visiting Fellowships 1993/4: Stavros"	1993-1994
IALS/28/1/71	"Visiting Fellowships 1993/4: Henning"	1993-1994
IALS/28/1/72	"VF 1993/4: Larson-Bennett"	1993-1994
IALS/28/1/73	"VF 1993/4: Wright"	1993-1994
IALS/28/1/74	"Visiting Fellowship –94/95 – Jackson"	1994-1995
IALS/28/1/75	"Visiting Fellowship –94/95 – Penner"	1994-1995
IALS/28/1/76	"VF 1994/5: Robinson"	1994-1995
IALS/28/1/77	"Visiting Fellowship –94/95 – Salacuse"	1994-1995
IALS/28/1/78	"Lord Woolf 12/5/94" [arrangements for farewell reception]	1994
IALS/28/1/79	W G Hart workshops: policy, including contracts	1996-2007

**IALS/28/2 Phillips: David Phillips, Administrative Secretary 1987-2006 – records arranged by subject category, 1996-**

Extent and format: tbc

Arrangement: at some stage the IALS instituted a subject filing system using the categories listed below; the records in this series have therefore been filed as per that system:

- C - Administration: IALS Committees
- E - External
- F - Administration: Finance
- L - Academic: Library/information systems
- M - Administration: Miscellaneous
- P - Academic: Publications
- PER - Administration: Personnel
- PR - Administration: Premises/equipment/services

R	-	Academic: Research
S	-	Academic: Seminars, lectures, conferences, workshops
SAS	-	Federal: School of Advanced Study
T	-	Academic: Teaching & Training
U	-	Federal: University of London

Archival history: the files in this series were transferred to the Archives in 2005/6 under the heading "filing system main archive database".

Item list: tbc = not yet catalogued

## **IALS/29: Fellows of the Institute – papers, 1995-1997**

Extent and format:

Administrative history: IALS supports Fellows, appointed and reviewed on an annual basis by its **Research Committee** and Advisory Council, in the following categories: Senior Associate Research, Associate Research and Visiting Fellowships. Fellowships are awarded to individuals who can demonstrate an active commitment to furthering the Institute's agenda of research promotion and facilitation (RPF), legal education, advancing innovation, and bridging research between the academy, the profession, judiciary, civil service and industry.

Fellowships are awarded annually by the IALS Research Committee through an open competition and are non-stipendiary. They are awarded on the basis of an application which proposes a substantial contribution to the academic activities of the Institute. A substantial contribution can include any of the following: :

- Governance (membership of IALS committees and Advisory Council)
- Supervision of IALS registered PhD students
- Teaching/Training on IALS academic programmes and short courses
- Publications in which IALS is listed as institutional affiliation
- Support of IALS Open Access publishing agenda
- Support of IALS Research Training programmes
- Organisation and/or participation in IALS advertised events
- Income generating activities for IALS (eg, room rental)
- Securing research grants in which IALS has been institutionally affiliated
- Public engagement activities (eg, Being Human Festival)
- Contribution to the wider School of Advanced Study
- Support for the IALS Library and BAILII
- Support for the governance and activities of the IALS Research Centres

Fellowships are renewable each year, renewal being dependent upon a written case in which the previous year's contribution is satisfactorily evidenced, and in which plans for the upcoming year are suitably outlined.

Scope and content: The material below comprises records of individual Fellows left behind at IALS following the completion of their research.

Related material: the bulk of archive records relating to individual Visiting Fellows and Research Fellows will be found in the papers of IALS directors and secretaries. For the records



of the Research Committee see IALS/23/7; for those of the Advisory Council see IALS/23/3. IALS/13/8. For working papers of some of the research work of its Visiting Fellows and scholars see IALS/13/8.

Related material held elsewhere: for lists of current fellows and their research see the IALS website <https://ials.sas.ac.uk/fellowships>.

Item list:

<b>Number</b>	<b>Description</b>	<b>Dates</b>
<u>IALS/29/1</u>	<u>Records of Dr Audrey Stephenson-Burton, IALS Research Fellow in Banking Regulation and in International Economic Crime:</u>	<u>1995-1997</u>
IALS/29/1/1	Correspondence relating to seminars and research topics	1995-1998
IALS/29/1/2	Folder containing reference material, notes and correspondence and information pack on International Economic Crime, especially money laundering	1997

### **IALS/30: Sir William Dale Centre for Legislative Studies – records of the Government Legal Advisors Course, 1965-2017**

Extent and format:

Administrative history: the Centre grew out of the Government Legal Advisors Course, initiated by Sir William Dale in 1964. Sir William became the first director of the Centre for Legislative Studies at the Institute of Advanced Legal Studies in 1997. The Centre now bears his name.

The Centre specialises in teaching and research in the field of legislative drafting and law reform. It plays an immensely important role in the development of legislative drafting as an academic discipline worthy of specialised study. It seeks to spread the Sir William Dale ideas for simple, precise and accurate legislative texts which are accessible to lawyers and non-lawyers alike in all jurisdictions.

Related material:

- Some records relating to the Legal Advisers Course, including those of IALS's Government Legal Advisers Course Advisory Board (GLAC) prior to the establishment of the Centre will be found in secretaries' papers.
- A collection of Sir William Dale's personal papers from the 1930s-2008, including records relating to creation of the Centre for Legislative Studies, is held in the IALS Archives (ref: [DALE](#)).

#### **IALS/30/1: The Government Legal Advisors Course - records, 1965-1999; 2017**

Extent and format: 2 archive boxes

Administrative history: the Government Legal Advisors Course was initiated by Sir William Dale in 1964. By this date there were 20 independent states within the Commonwealth and many more were to come. The new independent countries had relied on the Colonial Legal Service

but after independence the men of these services were returning home. In other words, the governments were lacking experts when they most needed them. Advice was given by correspondence to all governments asking for it. However, it soon became clear that this was not enough to meet their needs. What they lacked was trained staff to cope with the everyday work particularly in legislation and international law. With the help of such men as George Coldstream, Permanent Secretary to the Lord Chancellor, Noel Hutton, First Parliamentary Counsel and others, Sir William formed the Government Legal Advisors Course. Professors of International Law at Oxford and Cambridge collaborated with enthusiasm. In 1976 Sir William became Director of the Course and remained so until 1999.

Scope and content: the content is patchy; only course brochures have survived prior to 1976. Most records comprise lists of attendees and reports on individual performance, with some course content. There is a gap in holdings between 1999 and 2017.

Access: most material open. The reports, however, contain personal data and are therefore **CLOSED for 75 years. Closed items are designated in red.**

Item list:

<b>Number</b>	<b>Description</b>	<b>Dates</b>
IALS/30/1	Government Legal Advisors Course: brochures 1965, 1972-1973, 1975-1976	1965-1976
IALS/30/2	Government Legal Advisors Course 1976-1989: lists of participants, including breakdown of student figures 1976-1984, GLAC addresses from 1977-1990 and brochures for 1985 and 1988	1976-1990
IALS/30/3	Government Legal Advisers Course 1990: "Private Financing" + list of participants	1990
IALS/30/4	Government Legal Advisors Course 1991-1992: lists of participants, correspondence, reports. PERSONAL DATA – CLOSED until 2067	1991-1992
IALS/30/5	Government Legal Advisors Course 1993-1995: lists of participants, correspondence, reports. PERSONAL DATA – CLOSED until 2070	1993-1995
IALS/30/6	Government Legal Advisors Course 1996-1997: lists of participants, correspondence, reports. PERSONAL DATA – CLOSED until 2072	1996-1997
IALS/30/7	Government Legal Advisors Course 1998: lists of participants, correspondence, reports. PERSONAL DATA – CLOSED until 2074	1998-1999
IALS/30/8	Government Legal Advisors Course 2017 - presentations	2017