



MIDDLE TEMPLE LIBRARY

Document Delivery Service Charges

The Middle Temple Library staff will supply copies of documents from Library stock, subject to the provisions of the law of copyright (Copyright and Related Regulations, 2003), to members of the Inns of Court and other legal researchers. Enquiries may be made by telephone, fax, post or email.

Each request for documents must be accompanied by a completed Middle Temple Copyright Declaration form. Contact us to have a form sent to you, or download it at: <http://www.middletemple.org.uk/library/Document-Delivery-Service.html>.

Response will be by fax, or first class post, or email, as requested. During regular opening hours, staff will do their best to provide a turn-around time of two hours, depending on the size of the request, and the order in which it was received.

Please note that it will not always be possible to make copies from some publications because of their age or physical condition. Email may not be possible for very large documents.

CHARGES (from 14th August 2009):

There will be an administrative charge of £5.00 for the first item, and £2.50 for each subsequent item per transaction, +VAT

Postal Service	£0.15 a sheet
Fax Service	£0.50 a sheet
Email Service	£0.15 a sheet

Students will be charged at 50% of the above

The Middle Temple's VAT registration number is 244 2914 69. An invoice, with VAT charged separately, will be sent under separate cover. Settlement is requested within 7 days of receipt.

COPYRIGHT AND OTHER RESTRICTIONS

The current legislation allows copies to be taken only:

- (i) for the purpose of specific judicial proceedings existing at the time that the copies are made; or
- (ii) for researchers or students requiring copies for their own personal research, for non commercial purposes or private study, on the understanding that one copy only will be made of one extract from any one work, and such copy is to be solely for the use of the member requesting it, who shall retain it in his/her possession.

Photocopying of books is restricted to not more than 10% of the whole up to a maximum of 4000 words, and of journals to a single article from any one issue.

LIBRARY OPENING HOURS

Legal and Term time:	Monday – Thursday	9.00 am – 8.00 pm
	Friday	9.00 am – 7.00 pm
	Saturday (every 4 th)	10.00 am – 5.00 pm
Vacations:	Monday – Friday	9.00 am – 5.30 pm

The Library closes for the first two weeks in August, over Bank Holidays and between Christmas and New Year.