



## **Document Delivery Service**

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

Each request for documents must be accompanied by a completed Middle Temple Copyright Declaration form: <https://www.middletemple.org.uk/library/library-services/document-delivery-service/distance-service-copyright-declaration>

Response will be by email or post 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 2 November 2020)**

An administrative charge of £6.00 is applied to the first transaction, and £3.00 for each subsequent transaction for requests up to 100 pages, and £1.00 for each subsequent 100 pages. VAT is chargeable.

**Middle Temple Student Members will be charged at 50% of the above. Proof of status may be requested.**

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

Copying of books and loose-leaves is restricted to not more than 10% of the whole up to a maximum of 4000 words, of journals to a single article from any one issue, of law reports to one law report from any one issue.

### **Library opening hours\***

Legal and Term time: Monday – Friday 10.00 am – 6.00 pm

Saturday (every 4th) 10.00 am – 5.00 pm

\*These opening hours are subject to change and will be reviewed in January 2021. The Library is closed between Christmas and New Year. See the website for further details.