

NOTTINGHAMSHIRE ARCHIVES

RESEARCH SERVICE

If you are unable to visit Nottinghamshire Archives in person and would like research carried out for you then the Nottinghamshire Archives Research Service might be able to help. Searches can be carried out in most sources held at Nottinghamshire Archives for family, local and house history. Upon completion you will receive a report of the sources used and details of the results of the research with suggestions for further work.

Charges

- **£25 per hour plus VAT = £30 per hour** or part thereof payable **in advance** (max 3 hours per order). The fee includes all the work involved in planning and carrying out the research including report writing. It is therefore in your interests to be as precise as possible in your request.
- Orders for more extensive research can be accepted but will be carried out, and should be paid for, in instalments.
- Payments should be in pounds Sterling with cheques made payable to **INSPIRE**. Cash payments can be made in person. Credit/Debit card payments can be accepted over the phone.
- Copies will occasionally be provided free of charge if this is the most efficient method of presenting the information but the copyright declaration over leaf must be signed and completed first. Otherwise copies will need to be ordered on our Reprographic Services order forms and will be invoiced separately.

Limitations

- Charges will still apply even if the result is minimal or negative.
- Records may be missing, damaged or difficult to read. While every effort will be made to carry out research accurately Nottinghamshire Archives cannot be held responsible for any inadvertent errors or omissions.

Please complete the form overleaf and return it to:

Nottinghamshire Archives, County House, Castle Meadow Road, Nottingham, NG2 1AG

For staff use		Ref	
Planning & Research	mins	Date order recd	
Report etc	mins	Chq recd	
Total time		Ack	weeks
Fee		Completed	
Receipt no		Days elapsed	

BLOCK CAPITALS PLEASE			
NAME			
ADDRESS			
DAY TIME TEL		EMAIL	

RESEARCH REQUEST

I authorise Nottinghamshire Archives to carry out hours research at £25 per hour (plus VAT) and I enclose payment of £..... made payable to **INSPIRE**

Sources to be searched	Parish or area	Dates to be searched	Information sought

Additional information (Please provide any additional relevant information including details of sources already searched. For genealogical enquiries copies of any **relevant** census returns and/or certificates are useful, and for house history enquiries a map showing the **exact location** of the property is essential). Use separate sheet if necessary.

Copyright declaration

I declare that:

- (a) I have not been supplied with a copy of the same material by you or any other librarian or archivist.
- (b) I will not use the copy except for research for non commercial purpose or private study and will not supply a copy of it to any other person in electronic or any other format.
- (c) (For unpublished works only) to the best of my knowledge, the work had not been published before the document was deposited in your library or archive and the copyright owner has not prohibited copying of the work.
- (d) (For published works only) to the best of my knowledge, no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.
- (e) If the copies are not for my personal use, I certify that I am signing as the official representative on behalf of the third party or organisation named below, who will be bound by the above declaration.

I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

Signature		Date	
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Where did you hear about us?

Nottinghamshire Archives, County House, Castle Meadow Road, Nottingham, NG2 1AG
Telephone: 0115 9581634