

Nottinghamshire Archives – Enquiry and Research Services Cost Guidance

Enquiry Service – Free of charge:

- Enquiries relating to use of the Archives Service

Enquiry Service – Free for up to 30 minutes*:

- Basic enquiries relating to the archival collections
 - Checking an offline catalogue to provide information on a collection
- (*Research fees apply after 30 minutes)

The following is for guidance only, please contact us for a quotation

Research Service / 1:1 consultation (£10.00) – up to 15 minutes of staff time could pay for:

- Single look up of a name using online resources
- Single look up of a name / place with a specific year in historical sources within the Search Room (eg. trade directories / Nottinghamshire Family History Society databases / family history microfiche resources)
- Checking a single archival document to provide additional information on general content (eg. the type of information that can be found in the document)
- Searching in catalogues to provide document reference information

Research Service / 1:1 consultation (£18.00) – up to 30 minutes of staff time could pay for:

- Checking up to 3 names using online or historical resources
- Checking up to 3 archival documents to provide additional information on general content
- More extensive search in catalogues to provide document reference information
- Checking modern information against historical sources (eg. matching a map to the same area on historical maps for a reprographics order)

Research Service / 1:1 consultation / Assisted research in the Search Room – by the hour (£28.00 per hour)**

- Family history searches for one name in multiple archival documents and / or online resources
- Family history searches for related family names in archival and / or online resources
- Local history enquiries
- Transcriptions of archival documents in modern English
- Translation (of Latin into modern English)

**we accept up to 3 hours research per order.

These more complex research requests will receive a formal research report detailing our findings and further research avenues, where relevant.

Nottinghamshire Archives - Reprographic Copying Service Non-Commercial Cost Guidance

We produce digital photographs of most documents and can provide images to you in **one** of the following ways:

- By email (smaller orders)
- Images on a cd (medium / large orders)
- Hard copy print-outs

Our charges include the time to **photograph the documents** and any **image manipulation** required to provide the copies. **Additional staff time will also be charged for any research necessary** to provide your images (eg. locating specific data within a document or other historical source)

The following is for guidance only, please contact us for an exact quotation.

15 minutes of staff time could pay for a small reprographics order: (£10.00)

- a small document (up to 3 loose pages)
- a page from a volume
- a defined small section from a single map or building plan

30 minutes of staff time could pay for a small / medium reprographics order: (£18.00)

- a medium-sized building plan (containing up to 5 sheets)
- up to 3 family history microfiche searches (eg in parish records)
- a small bundle of documents from the same collection (5-10 sheets)
- a few pages from a volume or small multi-membrane deed
- up to 2 probate wills (depending on number of supporting documents)

One hour of staff time could pay for a larger reprographics order: (£28.00)

- a large map or multi-membrane deed
- up to 6 family history microfiche searches (eg in parish records)
- two medium-sized building plans **or** one larger one (containing up to 8 sheets)
- a medium-sized bundle of documents from the same collection (10-15 sheets)
- up to 4 probate wills (depending on number of supporting documents)

90 minutes / 2 hours of staff time could pay for large reprographics order: (£46.00 / £56.00)

- A large map in sections **or** up to 2 multi-membrane deeds
- A large bundle of documents from the same collection (15-20 sheets)
- Up to 10 family history microfiche searches (eg in parish records)
- Up to 6 probate wills (depending on number of supporting documents)

Commercial purposes / Bulk orders / Fragile documents – please contact us for a quotation

Nottinghamshire Archives - Non-Commercial (Personal use) Reprographics and Research Services Order Form

Your details: (we will only contact you about this order)

Name:

Address:

Email:

Telephone:

Details of request – Research / Reprographics or Certified copies (for legal purposes):

Delete as appropriate: <u>Reprographics</u> - document reference number(s) <u>Research</u> - Sources to be searched	<u>Reprographics / Certified copies</u> – document description (including entry or page number(s) where known) <u>Research</u> – Information sought (including parish or area and dates to be searched) Please be as precise as possible	<u>Format</u> (reprographics orders only) Tick one only: • Email • CD • Hard copy

Research Orders – please provide/enclose any additional relevant information eg. sources already searched. For genealogical enquiries, copies of **relevant** census returns and/or certificates are useful. For house history enquiries, a map showing the **exact** location of the property is essential.

Limitations of service - Records may be missing, damaged or difficult to read. Nottinghamshire Archives cannot be held responsible for any inadvertent errors or omission.

Charges: (please tick)

- ☐ Reprographics order – Total from quotation £.....
- ☐ Research – Fee paid £..... Length of time requested
- ☐ Certified copy (for legal purposes) – per item £.....
- ☐ Postage & handling £4.00 ☐ Collect (free)
(images on cd / hard copies / research report)
- Total Paid (VAT inclusive)** £.....

Payment method (pounds Sterling only):

- ☐ Cash – in person payments only - please do not post
- ☐ Cheque – please make payable to **Inspire**
- ☐ Debit / credit card – please call 0115 958 1634 to pay

Orders may take up to 28 days to process once payment has been received

Copyright declaration:

Material which is in copyright can only be supplied on the following terms. If any of these is not met, then receiving the copies will infringe the Copyright Designs and Patents Act, 1988.

- I have not previously been supplied with a copy of the same material by any archive/library.
- I will not use the copy except for research and private study and will not supply a copy of it to any other person.
- For unpublished works, to the best of my knowledge the item has not been published before being deposited in your archive and the copyright owner has not prohibited its copying.
- For published works, so far as I know, no-one else with whom I work or study will also ask for a copy of the same material at this time.

Signature Date

Data Protection:

Inspire: Culture, Learning and Libraries are collecting your personal data for the purposes of administering and accessing our reprographics and research services only.

Our full Privacy Notice detailing how we use and store your data can be found on our website at inspireculture.org.uk/privacy or from our Data Protection Officer, DataProtection@inspireculture.org.uk

Staff use only	Reference:		Receipt number:	
Date received:			Completion date:	
Total time taken:			Location:	
Location:				