

# RESEARCH SERVICE

If you are unable to visit Derby then our Research Service might be able to help. For a fee, the full resources of the library can be searched on your behalf by our team. Upon completion you will receive a detailed research report, with a quote for the cost of any copies and suggested further lines of enquiry or additional research time where relevant.

## **Charges and Payment**

Our fee is £25.75 for an initial search for private individuals, or £84 for businesses.

The fee will cover 60 minutes of the researcher's time, including a written report of the search results.

A limited number of photocopies may be provided free of charge if that is judged to be the most economical way of presenting the results.

Additional photocopies or microform prints can be supplied according to our standard charges – these will be quoted for in the research report.

Payment must be made in advance. We can accept online payment by either credit or debit card.

## **To pay online:**

- Go to [www.derby.gov.uk/pay-it/](http://www.derby.gov.uk/pay-it/) then click on 'Online Store' in the list of services.
- Choose 'Leisure and Libraries' from the categories drop-down.
- Enter your payment details under 'Local Studies Library – Research Service'

## **Guidance on using the Research Service**

It is in your interest to be as precise as possible in your research request.

It is helpful to include any relevant information you already have, such as names, dates, ages and places.

Also include details of any sources you have already searched and, if possible, the particular sources you would like us to search for you.

There is a Research Service Order Form attached. Once you have made payment, please print this out and return it by post. If you do not have easy access to printing facilities we are happy to accept an email or handwritten letter – you may find the form helpful as a guide for laying out your request.

**Limitations**

Regretfully, we cannot guarantee every search will be successful. 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 Derby City Libraries cannot be held responsible for any inadvertent errors or omissions.

Searches will be carried out in the order in which they are received. Delays may occur according to the demands of the service.

We reserve the right to refuse to undertake research and refund your payment if the information supplied is inadequate or we feel the resources in the library cannot further your enquiry. In the first instance we will contact you for clarification.

**If you agree to these terms and wish to use our Research Service, please print out and complete the attached Research Service Order Form. Return your completed, signed form to:**

**Derby Local Studies and Family History Library,  
Riverside Chambers,  
Full Street  
Derby  
DE1 3AF**



# RESEARCH SERVICE ORDER FORM

**Research Request**

I authorise Derby Local Studies Library to carry out ..... hour(s) research at £25.75 / £84.00 per hour.

**Name** .....

**Address** .....

.....

.....

**Postcode** ..... **Daytime Tel** .....

**Email** .....

You may not be able to complete every section but please be as precise as possible. Use the Additional Information section to include all relevant information that you already know and any sources already checked.

**I am looking for information on**

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**Sources to be searched**

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.....(PTO)

**Dates to be searched**

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**Additional Information**

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**Copyright Declaration**

***Please complete the declaration below in order that we may supply you with copies of material that may be in copyright. If it is intended that material is to be published, written permission must be sought from the copyright holder before copies can be supplied.***

I declare that:

I have not previously been supplied with a copy of the same material by you or any other member of staff.

I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person.

To the best of my knowledge no other persons 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.

(If the work is unpublished) To the best of my knowledge the work had not been published before the document was deposited in your department and the copyright owner has not prohibited copying of the work.

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

Signed ..... Date .....

Office Use	
Form Received	
Rec. No	
Reply Sent	