

CATALOGUE SEARCH

If you are unable to visit Derby then our Catalogue Search Service might be able to help. For a fee, a member of staff will conduct a search of our catalogues, indexes and other finding aids and provide you an indication of where we have searched and the relevant references we have found.

Where a small number of references are found, we will provide a detailed list. Where large numbers of references are found, we will provide a general indication of the types of material and coverage they offer.

Once you know what is available, you may decide it is worth visiting in person to view the material. Alternatively you can request copies of specific items, or take up our research service.

Charges and Payment

Our fee is £9.25 for a search of our catalogues, indexes and other finding aids. The fee will cover 30 minutes of staff time, including a written report of the search results.

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/ 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 – Catalogue Search'

Guidance on completing the Catalogue Search Request Form

It is in your interest to be as precise as possible in your search request. It is helpful to include any relevant information you already have. Please provide details of the subject, date ranges, geographical area you are looking for. Also include the types of material you are looking for – for example illustrations, maps, manuscript or printed information. Also include details of any sources you have already searched.

There is a Catalogue Search Request Form attached. Please print this out and return it by post. If you do not have easy access to printing facilities we are happy to accept a handwritten letter.

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 a search and refund your payment if the information supplied is inadequate. In the first instance we will contact you for clarification.

If you agree to these terms and wish to use our service, please print out and complete the attached Catalogue Search Request Form. Make your online payment and return your completed, signed form to:

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

Or you can email your completed form to: localstudies.library@derby.gov.uk

Derby Libraries Privacy Notice

Derby Libraries uses your data for the sole purpose of managing your enquiry or copying request; we will not use it for any other purpose.

What types of information do we collect from you?

We will hold your contact information which includes, but may not be limited to:

- your name
- your address
- your email
- your phone number.

How long will we keep your information for?

We will retain your enquiry correspondence or copying form for 12 months after the enquiry is complete, to facilitate any follow-on enquiry you may make.

For further information about how your personal information will be used, please visit www.derby.gov.uk where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from – libraries@derby.gov.uk

CATALOGUE SEARCH REQUEST FORM

Catalogue Search Request

I authorise Derby Local Studies Library to carry out a search of the library catalogues, indexes and other finding aids on my behalf and I have made payment of £9.25

Name

Address

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Postcode **Daytime Tel**

Email

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

I am looking for information on:

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Material types required (tick as many as apply)

Printed information (books, pamphlets etc) ☐

Photographs & Engravings ☐

Maps and Plans ☐

Broadsheets & Posters ☐

Manuscripts ☐

Date range of interest:

From: _____

To: _____

Additional Information

[illegible]

Office Use	
Form Received	
Rec. No	
Reply Sent	