



**City Archives and Local Studies
Research Order Form**

Please fill in your name and address and give details of the research required.

Return this form to Sheffield City Archives, 52 Shoreham Street, Sheffield, S1 4SP.

Name (please print): Daytime Tel No:

Address:

.....

Email address:

Signature: Date:

Please give concise details of your enquiry, including names, places and dates where possible. If you require particular sources to be checked, please include references if known (continue on a separate sheet if necessary)

[Empty box for enquiry details]

Please give details of sources already consulted, including dates and references where possible (continue on a separate sheet if necessary)

[Empty box for sources consulted]

Payment

If you wish to pay online:

Please tell us how much research you would like to pay for _____ [insert number of hours] (£20.00 for each 30 minutes).

Once we have completed the research we will send you a link which will enable you to pay online via Sheffield City Council's secure epayments service.

If you wish to pay by cheque:

Enclose a cheque for £ _____ made payable to Sheffield City Council for a search of up to _____ hours work (£20.00 for each 30 minutes)

Copyright

We may supply copies of documents as a result of our research. By signing the form on page 1 you are declaring:

1. I have not previously been supplied with a copy of the same material by you or any other archivist or librarian.
2. I will not use the copy except for private study and will not supply a copy of it to any other person.
3. I will not make a further copy of the image, supply any other person with a copy or publish the image on any website or in any publication in any medium.
4. 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.

Office use only

Enquiry passed to on CC/Cheque/PO processed by on

Email/Letter sent on..... File reference.....

Research Service Notes

How much does the research cost?

Research costs £20.00 for each 30 minute period and can be ordered in 30 minute blocks. Payment must be made in sterling and must be made in advance.

How long will it take?

The length of the search will be partly based on the type of information you are requesting and the type of available records. You will be advised in advance of the likely timescale, though we cannot guarantee to complete the search in the estimated time.

You will receive the results of your research within 28 days.

How will the result of the search be reported to me?

You will receive a search report detailing all of the records that have been checked on your behalf (together with their reference numbers). Microform printouts and/or photocopies will also be supplied whenever possible. If this is not possible for copyright or conservation reasons we will supply a full transcript of relevant entries.

I don't want to order a search - I just want to order photocopies

If you know the full document reference number of an item you may request a photocopy using a copy order form and you simply pay for the copies. If however a search is required to find the information then the £20.00 search fee is required. For example, if you are looking for a baptism of Jane Smith in Sheffield, St Peter's in June 1862 you need to order a search as we would need to search the film or volume for June 1862 (and there may be many entries) to find the one you are interested in. Similarly, a search of the Sheffield Star for 12 May 1976, also attracts the search fee as we need to search the paper to find the article.

If you are requesting a copy of document and you quote the reference number (eg MD 1629/5) then you only need to pay for the copying (subject to a handling fee of £5) as no searching of the records is required.

What happens if I am not satisfied with the research?

In the unlikely event that you are unhappy with the research service you are asked to write to or email Peter Evans, Archives & local Studies Manager, Sheffield City Archives, 52 Shoreham Street, Sheffield, S1 4SP, email archives@sheffield.gov.uk outlining your complaint. We will do our best to rectify any problems. However, please remember that we cannot guarantee that a search will bring results. In some cases a search of the records may not reveal the information you are looking for.

What makes a good research request?

It is best to be as specific as possible. We cannot undertake wide ranging general searching such as 'please find all you can on the Jones family' or 'research the history of the cholera epidemic'. What we are able to do is search for specific information. In fact, the more specific the information being requested the better.

Does the Research Service just apply to family history?

No, we can undertake work on your behalf whatever your interest – house history, local history, site investigations, car license register checks, and photocopying and reprographic services.