Sandwell Archives- Research Service Request Form

The information on this form will be held and used by Sandwell Libraries and Archives Research Service in accordance with the requirements of the UK-GDPR and Data Protection Act 2018 for the purposes of processing your research request. To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at http://www.sandwell.gov.uk/privacynotices

To understand more about our research service, please read our 'Research Service' guide.

Please complete **both** sides of this form and return it to us:

Name	
Address	
Postcode	
Email	
Telephone number	
Maximum amount authorised	£
Chosen payment method: cheque/card	

Details of research required:
Please include relevant details of the search you require, and list questions in order of priority. Please also provide us with any other information that could be of use to this search, e.g., places, names, dates, document references where known.

The minimum charge is £32.00 for **half an hour's** research, postage, and VAT. Additional research can be requested at £32.00 per half hour up to a maximum of **1 hour** (£64.00) **total** research. The fee will cover a report detailing sources checked, information found and, advice on further lines of enquiry. 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 copies can be supplied according to our standard scale of fees.

Please complete the following:

I authorise a search for a maximum of half an hour/one hour (please circle as appropriate) at £32.00 per half hour.

By completing this form, you agree that Sandwell Archives will carry out research on your behalf in exchange for payment.

Please tick this box to confirm that you understand and agree to these terms ☐

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I declare that –

a) I have not previously 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 purposes or private study and will not supply a copy of it to any other person.

c) *(For published works)* 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.

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

*Signature: ..... Date: .....

*This must be the personal signature of the person making the request.

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Email archives_service@sandwell.gov.uk

Sandwell Libraries & Archives

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