



# Lincolnshire Archives

## RESEARCH SERVICES ORDER FORM

*(please note this service is offered by prepayment only)*

### Please tick service/s required:

	<p><b>E0 - Enquiries relating to use of the Heritage Service, and signposting requests.</b></p> <p>Guidance: Subject to available resources and capacity. General enquiries includes a member of staff responding to a request for basic information (e.g., request for reference numbers; confirmation of holdings) that are easily searchable via the finding aids available to them and within the allotted time.</p> <p>It does not include requests for detailed advice about catalogues and/or holdings, nor does it include looking at original documents and requests for more detailed information of any kind. These types of requests are chargeable within the relevant Research Enquiry category as described below.</p> <p>Should these take longer than 20 minutes, then our Research charge will become applicable, and is subject to available resources and capacity.</p>	<p><b>FREE</b> <b>(up to 20 minutes)</b></p>
	<p><b>E1 - Research Enquiry</b></p> <p>Guidance: Includes a member of the Collections Team checking and providing research information on behalf of a user, including looking at original documents on behalf of a user.</p>	<p><b>£21.00</b> <b>(up to half an hour)</b></p>

UK/EU – charges include VAT.

Overseas – **UK sterling payment only**

A fee is payable even if the search of potential sources does not produce the information requested.

A refund is payable if sources are not available through Lincolnshire Archives.

## How to order

Please complete this order form and return it to Lincolnshire Archives with your payment.

Mr/Mrs/Ms/other:  Initials:  Surname:

Address,  
including  
postcode:

Daytime  
telephone:

E-mail:

Date

Please print email address clearly

### Payment:

Please print the email address clearly

Once the order is complete an email will be sent notifying you of the cost, followed by an online payment request.

### Describe your research requirements on the next page

Please give as much relevant information as possible and specify what you would like to discover. If insufficient details are provided, we may not be able to carry out the research. Please repeat any information you have previously given in a telephone conversation.

Remember to include where relevant, full names, places and dates

Please consult our online catalogue [Lincolnshire Archives: CalmView](#)

Please tick this box if you would like to receive information about copies of documents

Please do not send any paperwork you want to keep, such as your notes or certificates, as we cannot return them.

**UK Data Protection Act 2018**

- Lincolnshire County Council uses all data supplied by the customer in accordance with the terms of the UK Data Protection Act 2018, including the EU General Data Protection Regulation.
- In accordance with data protection, you must not make the results of your research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller.