Peterborough Local Studies and Archives
Research Order form

1. **Contact details:**

   Full name ....................................................................................
   Address ........................................................................................
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   Telephone no. ..............................................................................
   E-mail ...........................................................................................

2. **Research request:**

   Please undertake the research specified in section 4 for the information requested. I enclose a cheque in sterling made out to **Vivacity Culture and Leisure** for:

   (please tick one box).

   □ the minimum fee of £25 for up to 1 hour's research rate **including** up to 5 photocopies, postage & packing and VAT

   □ the fee of £…… for …. hour's research at a rate of £25 per hour or parts thereof **including** up to 5 photocopies, postage & packing and VAT

3. **Copyright declaration**

   On some occasions, it may be easier for us to answer your enquiry by sending you a small number of photocopies of archives rather than a detailed search report. The archives in question will almost certainly be in copyright. The Archive Service is permitted to provide you with one copy of a document in copyright, providing that you agree to the following copyright declaration. You must avoid re-copying or publishing the copies that we provide or you may infringe the Copyright, Designs and Patents Act 1988 and the Copyright and Related Rights Regulations 2003. A leaflet about copyright is available on request. Please ask us if you need any advice. All applicants must sign this application and copyright declaration.

   **I declare that I will not use any copies provided by the Peterborough Local Studies and Archives Service except for private and non-commercial research, and that I will not supply copies to any other person. I understand that if this declaration is false, 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.**

   Signed........................................................…… Date..............
   (Signature must be handwritten, not typed or digital)
4. Your Instructions

Please give full details below of the object of your research, ensuring your instructions are legible. Please be as specific as possible, including names and dates where relevant. It may help to give us details of records you have already searched.

Please return this form to: Peterborough Local Studies and Archives, Central Library, Broadway, Peterborough, PE1 1RX.

Data Protection Act 1998

The information you provide on this form will only be processed for the purpose for which it has been given and will not be used for additional purposes without your consent. All personal data is collected and processed in compliance with the eight data protection principles of the Data Protection Act 1998 and you have certain rights in respect of this information.