

SCOTTISH BORDERS ARCHIVE

Remote Research Service Request Form



PLEASE COMPLETE **BOTH** SIDES OF THIS FORM IN TYPESCRIPT OR BLOCK CAPITALS

Full name

Address

.....Postcode

Tel. Number Email

Please undertake the research specified overleaf from the resources held at Scottish Borders Archive

I confirm that I have paid the sum indicated below by telephone: 01450 360699

Please tick the appropriate box:

£75.00 for 1 hour's research.

£150.00 for 2 hour's research.

£225.00 for 3 hour's research.

For more than three hours research please contact the archive.

Presentation packs: If a presentation pack is required (see FAQs) please contact the Heritage Hub in the first instance to agree lines of enquiry and possible options for presenting the results.

Payment Request

You may set a fee up to which you would like us to research or you can set a fixed fee.

In the case of the latter, if the information requested cannot be found in the time specified I authorise the search to be continued but the maximum I wish to pay in addition to the advance payment specified above is

£

I understand that I will be invoiced for the outstanding balance and that the results of the research will be dispatched to me on receipt of my final payment.

Copyright Declaration

It may be easier for us to answer your enquiry by sending you a small number of photocopies rather than a detailed search report. The Archive Service is permitted to provide you with **one** copy of a document in copyright, providing that you sign a copyright declaration (*below*). You must not re-copy or publish the copies that we provide, or you may infringe the Copyright, Designs and Patents Act 1988. Please ask us if you need advice.

All applicants must sign this application and copyright declaration

I declare that I will not use copies provided by Scottish Borders Archive except for research or private study and 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

*This must be the personal signature of the person making the request. A stamped or typewritten signature or the signature of an agent is **NOT** acceptable.

Data Protection Act 2018: Please note that the information provided on this form will be used only for the purpose stated and will not be passed to any other agency.

Research Enquiry

Please state clearly below what you hope to find. Be as specific as possible with names, places, dates and connections. Also indicate what you already know and what sources you have already consulted.

Please return this form to:

Scottish Borders Archive, Heritage Hub, Kirkstile, HAWICK, Scotland TD9 0AE.
E-Mail: collections@liveborders1.org.uk