



Knowsley Archives Service

Request for ARK Research Service

Archive Resource for Knowsley

Your details

Name:

Address:

Email:

Tel:

Decide how much time you would like to purchase

Time spent researching your enquiry can be purchased in hourly (or half hourly after the first hour) increments, in advance, up to a maximum of 5 hours. Our rates are set out below.

Please indicate how much time you would like to purchase:					
1 st hour	£27.00		3½ hours	£94.50	
1½ hours	£40.50		4 hours	£108.00	
2 hours	£54.00		4½ hours	£121.50	
2½ hours	£67.50		5 hours	£135.00	
3 hours	£81.00				

Your enquiry

Outline your enquiry here, including as much detail (names, dates, places and so on) as possible and any records that you would specifically like us to examine on your behalf. You can add additional sheets if necessary.

Your Signature:

Date:

The ARK Research Service

We welcome remote enquiries submitted by telephone, email, letter, fax or via social media. In cases where the enquiry can not be dealt with within the free of charge 30 minute period offered, enquirers will be given the option to engage the ARK Research Service.

- Research will utilise the full range of archive collections, books, microfilm and other materials available in the ARK;
- The Enquirer will submit a research request on the form provided. A free, 30 minute assessment will be carried out in order to determine the complexity of the enquiry and to review the appropriateness of the ARK resources;
- Once accepted, the Service will be charged at the current rate;
- Enquirers will book and pay for time in advance and research will be carried out according to the Enquirer's instructions, as set out in the research request form, until all of the time purchased has been used;
- A report detailing the methodology, sources and information found will be provided in the Enquirer's preferred format;
- Further research can be booked by opening a new enquiry;
- Copies of documents can be ordered, subject to copyright, completion of a Conditions of Usage form and the status and condition of the original material;
- Photocopies and postage will be charged at the current rate;
- We accept payment by cash or card via the Knowsley Council website [Knowsley Metropolitan Borough Council \(e-paycapita.com\)](http://Knowsley Metropolitan Borough Council (e-paycapita.com)) Select 'All Other Payments', then ARK (Archive Service) then click the 'Research' option. We will provide a receipt for all payments received.
- Knowsley Library Service and The ARK cannot guarantee that research will provide the information requested and we are unable to accept any liability for any losses or injury caused by the sharing of any information found.

Please return this form to:

Knowsley Archives Service

The ARK Research Service

1st Floor, The Kirkby Centre

Norwich Way

Kirkby, Knowsley

L32 8XY Tel: 0151 443 4291 or email to: infoheritage@knowsley.gov.uk