

Priaulx Library – Candie Road – St. Peter Port – Guernsey – GY1 1UG

T: +44 (1481) 721998

E: [info@priaulxlibrary.co.uk](mailto:info@priaulxlibrary.co.uk)

W: [www.priaulxlibrary.co.uk](http://www.priaulxlibrary.co.uk)

# **PRIAULX LIBRARY RESEARCH REQUEST FORM**

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| --- | --- |
| NAME: | Click here to enter your full name. |
| ADDRESS: | Click here to enter your address. |
|  | Click here to enter your address. |
|  | Click here to enter your address. |
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| POSTCODE/ZIP: | Click here to enter your post/zip code. |
| EMAIL: | Click here to enter your email address. |
| TELEPHONE: | Click here to enter your full telephone number. |

## PLEASE CLICK ONE OPTION:

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| HOURLY RESEARCH (£28/HOUR) | ONE RECORD LOOK UP (£10/ITEM) | NEWSPAPER RESEARCH (£14/HOUR) |
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| The fee will include a report, copies of original documents where relevant and all administration and postage charges. High volume requests for copies of records, or copies additional to the search requirement (e.g. records of siblings), will be charged at the usual in-house rates. (Please consult [www.priaulxlibrary.co.uk](http://www.priaulxlibrary.co.uk) or email the team at [info@priaulxlibrary.co.uk](mailto:info@priaulxlibrary.co.uk) for any questions you may have regarding this) | ONE search for ONE record within a date range of 10 YEARS.  You will receive a copy, either paper or electronic, of the record, if found.  If more in-depth research is required, or your date range is larger than 10 years, please tick the Hourly Research option.  ONE record per form – if multiple look-ups are required, please fill in additional forms. | A search through the Guernsey newspapers for any information required. Copies of requested article(s) will be at **extra cost** as the copying method is dependent on the condition or format of the newspaper. We will quote the reproduction costs at the relevant time. |

## PLEASE PROVIDE ALL RELEVANT INFORMATION HERE:

(Information to include: All known names and dates of individuals, source of information, etc. For One Record look-ups, please state if a birth, baptism, marriage, death or burial is required. Also include a date range of a maximum of 10 years)

Click here to enter your research enquiry.

## AUTHORISATION

I hereby authorise the PRIAULX LIBRARY to undertake research on my behalf. I understand that the payment of a research fee does not guarantee a positive response. I also understand that reports are Copyright the Priaulx Library. Copies of original documents (e.g. marriage certificates) supplied cannot be published either in print or electronically without permission of the owners

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| **Name/Signature:** | Click here to enter your name. | **Date:** | Click here to enter a date. |

For Priaulx Library use only.

Form received: Click here to enter a date.

Acknowledged: Click here to enter a date.

Fee enclosed:  £Click here to enter text.

Research allocated:  Click here to enter text.

Client contacted:

Payment taken: £Click here to enter text.

Report/receipt sent:

Filed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

**RESEARCH FEES**

**Payment will be made in advance of research**. The cheque/credit card will not be used until the research is completed. Acknowledgment of receipt of the form and payment will be made by email or postcard with an estimate of the current waiting list.

Payment can be made by Cash or Cheque (Sterling Only), Debit Card or Credit Card (Visa and MasterCard only)

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| **I enclose the sum of:** | **£** | **For:** | Choose a number. | hours of research at £28/hour |  |
| **(Choose one option)** |  |  | Choose a number. | hours of newspaper research at £14/hour |  |
|  |  |  |  | One look-up at £10 |  |
|  |  |  |  | (Please tick whichever applies) |  |

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| I enclose Cash/Cheque (payable to ‘PRIAULX LIBRARY’) |  |
| I will pay by Credit/Debit Card |  |

(Please tick whichever applies)

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| **Name on Card:** | Click here to enter your name. |

The Library accepts: VISA, VISA DEBIT, MASTERCARD, SWITCH, MAESTRO

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3-Digit Security Code :

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| Start Date: | Click here to enter a date. | Expiry Date: | Click here to enter a date. | Issue No. (For Switch/Maestro): | Choose a number. |

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*The Priaulx Library complies with all Data Protection regulations. We will destroy Credit Card details after use.*