


Office use only
Ref. code:

	<p style="text-align: center;">Cumbria Libraries Historical Research Service</p> <p style="text-align: center;">Application Form</p>
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Please complete this form in typescript or block capitals

1. Contact details:

Full name.....
Address.....
.....
.....
Telephone.....
E-mail.....

2. Research request:

Please undertake the research specified in section 6 for the information requested.

I enclose a cheque/postal order in sterling made out to **Cumbria County Council** for:

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | the minimum fee of £27 for up to 1 hour's research including postage & packing, and VAT | <input type="checkbox"/> | or the sum of £ for hours' work at the rate of £27 per hour and £13.50 per half hour up to a maximum of 5 hours including postage & packing, and VAT |
|--------------------------|---|--------------------------|---|

3. Complete this section if you wish:

If the information requested cannot be found in the time specified I authorise the search to be continued, but the maximum amount I wish to pay in addition to the advance payment specified in section 2 is £..... I understand that I will be notified of the outstanding balance and that the results of the research will be despatched on receipt of my final payment.

4. 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 Library 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 Regulation 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 Cumbria Libraries 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 I shall be liable for infringement of copyright as if I had made the copy myself.

Signed.....
(Signature must be handwritten, not typed or digital)

Date.....

5. Have you used the Historical Research Service before? Yes / No (please delete)

If not, where did you hear about it?

6. Your Instructions

Please give full details of the object of your research. Be as specific as possible, particularly about names, places and dates, ensuring your instructions are legible. It may be of help to give us details of records already searched.

Return to:

Carlisle Library **or**
11 Globe Lane
Carlisle
CA3 8NX
Tel: 01228 227310

Kendal Library **or**
Stricklandgate
Kendal
LA9 4PY
Tel: 01539 713520

Penrith Library **or**
St. Andrew's Churchyard
Penrith
CA11 7YA
Tel: 01768 812100

Workington Library
Vulcans Lane
Workington
CA14 2ND
Tel: 01900 706170

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.