



The Alderney Museum

THE ALDERNEY MUSEUM
High Street
Alderney
Channel Islands
GY9 3TG

Information Request Form

Telephone: 01481 823222
e-mail : info@alderneymuseum.org

Your Details		Date of Enquiry
Title		Details of Request For Family Enquiry
Surname (Maiden Name)		
First Name		1 Full name of person being researched including Maiden Name
Address		Date of Birth (approx. / actual) & Place of Birth
	<small>Please include an Alderney contact where possible</small>	For Other Enquiries 2 Please include as many details as possible to identify the object or area of research
Postcode		Description of Request Continue on separate sheet if required
Contact Details		
Telephone		Signed
Mobile Phone		
Email address		

Please remember the more detail included the quicker / easier the request can be carried out.

Additional Information	<small>Continue on separate sheet if required.</small>
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The Alderney Museum offers a research service, which entails a search through our collection in order to determine whether we hold information relating to your enquiry or a reference to where further information may be obtained. This research is carried out mainly by volunteer staff and the Museum will then contact you with a brief outline of the information that is available relating to your request, should you wish to continue with any further enquiries.

We will not carry out Extended searches without a prior agreement on the time to be spent on the research.

Charge for Research

Basic Initial Enquiry (Please submit fee with this form)	£20
Extended Research (cost per hour)	£20
Document copying (black and white copies) per sheet	£1
(colour copies) per sheet	£2.50
Additional Cost for Off – Island Charges (to be advised by organisation)	

Payment may be made by Cash / Cheque or Pay Pal – payable to Alderney Museum

Please note the information held by the museum may not have been produced by the Museum and we therefore cannot guarantee its accuracy.

Copies of Documents / Photographs / DVD's (or parts of these items) are the property of the Museum and cannot be used for any other purpose without our prior agreement.

For Office Use Only

Request No :-

Information Request Form

Date Received	By Whom	Fee Paid	Research referred to :

Initial Research

Note :- only up to 1 Hour should be spent in research at this stage.

By Whom	Brief Details of What Information was found	Reference Source – it may be required in future

Client has been advised and requested

	Added cost	Researcher please sign to confirm
Details by Phone / email (No Documents)	NONE	
Copies to be sent / taken		
Estimated Further Research time		

Extended Research

This will be charged at £20 per hour and must be agreed prior to continuing.

By Whom	Time Spent	Brief Details of What Information was found	Reference Source – it may be required in future

Continue on separate sheet if required

Copies of Emails and Posted communication MUST be kept for future records.

NOTE

Prior agreement MUST be obtained if more than 5 hours of research is to be carried out.

Agreement MUST be obtained for each additional 5 hour period.