

## Doncaster Archives and Local Studies: Postal Research Service

### Researching on your behalf with our postal research service

Doncaster Archives and Local Studies offer a postal research service to those unable to make personal use of the department's extensive resources. These include original manuscript records, microform and printed sources, which can all be searched.

For a non-refundable fee, paid in advance, the staff at Archives and Local Studies will use their knowledge and experience to consult the resources of the department on your behalf. The research will be for a set period (see details below) of up to two hours, depending upon the fee paid.

There is no guarantee that the search will produce the information that you seek, although every attempt will be made to locate the information you require in the time available. Our reply will tell you what sources have been consulted on your behalf if no positive result has been found.

All replies will be posted to you within ten days of receiving your remittance.

### The types of service that we offer

Our service comes in two forms, as follows.

#### Type 1. £15.00 Basic Research Fee

If a reasonably precise date can be provided, a search of up to 15 minutes for one or more pieces of information can be made using **no more than two** of the following sources:

- Parish registers
- Non-conformist registers
- Newspapers
- Census returns
- Electoral registers
- School admission registers
- Directories

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request.  
Please ask a member of our staff for more information, or if you need any other help or advice.  
They can arrange to speak to you in your own language if you need them to.

- Doncaster council yearbooks
- Apprenticeship records
- Cemetery registers
- Canal registers
- Workhouse registers
- CD-ROMs

If the search is successful, up to two free photocopies can be supplied at no additional charge – providing the documents are suitable for copying. Further photocopies or certified copies would be charged at the usual fee (see our fact sheet entitled ‘Fees and Charges’ for further details).

## **Type 2. £32.00 In-depth Research Fee**

A half-hour search can be undertaken, using any number or variety of sources. Multiples of the fee can be charged up to a maximum of two hours

For each fee of £32.00, up to three photocopies *or* one certified copy and two photocopies can be supplied without additional payment. Further photocopies or certified copies would incur the usual charge (see our fact sheet entitled ‘Fees and Charges’ for further details).

## **How to make use of our service**

Requests for research should be made in writing to:

Doncaster Archives  
King Edward Road  
Doncaster  
DN4 0NA

OR

Local Studies Library  
Central Library  
Waterdale  
Doncaster  
DN1 3JE

Please enclose a cheque or postal order made payable to ‘Doncaster MBC’. All orders, including those from overseas, must be paid in pounds sterling.

## **For more information contact:**

Write to: Doncaster Archives or Doncaster Local Studies Library, postal addresses as above

Telephone: 01302 859811 (Archives) or 01302 734307 (Local Studies Library)

Email: [doncaster.archives@doncaster.gov.uk](mailto:doncaster.archives@doncaster.gov.uk) or [central.localhistory@doncaster.gov.uk](mailto:central.localhistory@doncaster.gov.uk)

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