



Research Terms and Conditions:

Our website is the place to start your research with our on-line catalogue.

Our archives hold over 20,000 items and our volunteers would be happy to help you with your research requests. Although we are all volunteers, we do have overheads and the archive to maintain, so we make a modest charge to cover this, and you will find the costs set out below.

If you want to know if we have something of interest for you, you can search the catalogue and note down the catalogue number which begins with the letters CHS followed by six numbers e.g. CHS 000123 or alternatively we can look up our references, just send in a request via email to **enquiries@historychristchurch.org.uk** or complete our research request form and send it to The Porch Room (full address below).

We will send you a link to enable payment to be made. Once payment has been received, we will aim to look up the items and report back to you as soon as we are able or within 28 days of receipt of payment.

Preliminary Search £10.00

If you would like a copy of the item we have found, then we can email these to you:

Copies - up to 5 x A4 sheets = £10.00, and then £2 for each subsequent sheet

If you need us to carry out research for you, we will be happy to do so and **our charges are £30 per hour** for the time spent researching (maximum 2 hours) *and not for results found, if any.* If appropriate we will send you copies of the items found but cannot guarantee that we will provide copies of all items. We will advise you if this is the case and we can arrange an appointment for you to view the item at The Porch Room.

Alternatively, you are welcome to come and visit the archive, by appointment, to carry out your own research with the assistance of an archivist, for which we ask a modest donation.

Students: To encourage future generations to learn about local history we offer a discount for student study.

**Christchurch History Society, The Porch Room, Priory House, Quay Road,
Christchurch, BH23 1BX**