

REPORT FOR EDLC BOARD	
Report Title:	Archive and Local Studies Research Charges
Contact officer:	Craig Elliot
Date:	18 th August 2021
Agenda Item No:	10
Report No:	EDLCT/94/21/MG

1. INTRODUCTION

- 1.1 As is standard across the majority of Scottish Local Authority Archives and Local Studies Services, EDLCT Archives & Local Studies currently offers a free thirty minute research service for customers unable to attend in person or, for those who would simply prefer a member of the Archives and Local Studies service staff to carry out research on their behalf.

2. BACKGROUND

- 2.2 The Archives & Local Studies Service operates an enquiry service where members of the public can contact us with their queries. Anyone can submit enquiries by email, phone or in person during a visit. Enquiries come from people living locally, nationally and internationally.
- 2.3 The Archives Officer and the Local Studies Officer answer these enquiries by using their own professional knowledge, or by carrying out research using the archives and local studies collections and resources.
- 2.4 The Archives & Local Studies Service can be used, by any member of the public, to trace family history, the history of a home or building, learn about the history of a local town or as part of research for a school or other educational / academic project. Findings from the desk research can be found at **appendix 1**

3. IMPLICATIONS

- 3.1 The changes to the services would mean continuing with the thirty minute free research service followed by the option of an additional thirty minutes, charged at £12.50 or an additional hour, charged at £25.00.

- 3.2 Based on current usage and requests, it is anticipated, but not guaranteed, that this additional service could generate circa £2,500 of additional income per annum.
- 3.3 The paid for service would be managed within existing resources and would not incur any additional costs to the service.
- 3.4 The introduction of the charge for may also allow the Archive staff to deal with more requests as they can on occasion be tied up dealing with more complex and time consuming research.

4. RECOMMENDATIONS

- 4.1 It is recommended that the Board:-
 - a) Notes the details provided on the proposed charges for Archive research
 - b) Agree that EDLCT will implement these charges from October 2021.