

SUPPLEMENT TO STAMFORD MERCURY ARCHIVE INFORMATION FOR VISITORS

These supplementary notes have been produced to help users with their enquiries. As a working newspaper, the *Stamford Mercury* does not have the facilities to answer historical enquiries so these should be directed to smatenquiries@tiscali.co.uk.

ACCESS AND OPENING TIMES

If you are not too far away, a visit to the archive may be more flexible in answering individual needs. Visiting is by appointment, via e-mail, and opening hours are:

Thursday 9.30-11.30 a.m.

Friday 2.00-4.00 p.m.

Special arrangements can be made for other times.

Use of the archive for personal research is free, but a charge of £10 per visit is made for commercial use. Owing to the fragility of the collection, all consultation is via the archive trust's microfilm collection, except for certain periods in the 20th century where editions covering different areas have not been microfilmed. For the period 1929-1955, in particular, the trust possesses microfilm of the substantive 'Local Edition', while the British Library version held by Stamford Library is of the lesser 'County Edition'. Stamford Library holds a complete microfilm run of the paper and its longer opening hours may be more convenient:

Mon, Wed & Thurs 9.00 a.m. - 7.00 p.m.

Tues, Fri 9.00 a.m. - 6.00 p.m.

Sat 9.00 a.m. - 4.00 p.m.

DISTANT ENQUIRIES

A charge of £10/hour is levied for any search made by the trust, though the first 20 minutes of the search is free. In the absence of an index, we ask enquirers to provide as much information as possible; otherwise an extended search may produce little or nothing and prove expensive. For example, 'I think my great-grandfather died in 1871' would be difficult to check, while 'is there an obituary for John Smith who died in April 1871?' (inclusion of the actual date would be even better) is much easier to find. The greater the

detail provided, the less expensive the search. The preliminary search will also help the trust assess the enquiry and advise if any extra information is needed to proceed. In all cases, the trust will do its best to advise on how to make the enquiry as inexpensive as possible; if necessary suggesting that it might not be worthwhile pursuing it on the level of information provided. In such cases the trust may be able to advise on refining the details of the enquiry.

If the trust feels that the enquiry holds a good chance of success, it will ask for the appropriate fee to be forwarded or give a best assessment of what the enquiry might cost, though of course there is still a chance that a search will not turn up anything. However, further investigation will not proceed without the permission of the enquirer.

For international enquiries, the trust can accept payment via PayPal.

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Stamford, Lincolnshire, PE9 2QZ.

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