

# Genealogy Research

General Information and Charges

# timespan

## **Do you have ancestors from Kildonan and Loth?**

**We may be able to help you with your family history research.**

We have extensive genealogy information for Kildonan and Loth parishes including pre-1855 birth and marriage records, Census Returns from 1841 to 1911, graveyard records, maps and a database of detailed records of several East Sutherland families. A selection of the Sutherland Estate papers are available for consultation, i.e. rentals from 1740s to 1820, eviction lists from 1819-20, as well as inventories and other useful documents.

Highland genealogy can be frustrating, especially to those unfamiliar with the places and people concerned, but we can help you with our local knowledge and research expertise. The experienced family research group, led by our Heritage Officer, Jacquie Aitken, is available to assist if you require advice.

## **Our Service**

Should you wish assistance with your research please complete the attached form. We will then assess your enquiry and Jacquie will respond and provide you with an estimate. If you are visiting us at Timespan and Jacquie is available she will see you within 10 minutes waiting time. If your enquiry is posted or emailed or Jacquie is not available, she will get in touch with you within 3 working days.

The estimate will include

- The service we are able to offer
- The timescale we are able to return your query
- The charges that will occur based on the estimate

Once you have agreed to the service we will start researching. After an initial research of approximately one third of the estimated service time, we will re-consider our estimate and contact you if it differs from what we initially said. Once we have completed your enquiry you will receive the requested research response by email or post including an invoice for the charges incurred.

## **Non-assisted Enquiries Charges**

There is no charge to spend time in the archive looking through our material on your own. However, we would encourage you to give a donation of £5 per hour. A special donation box is provided at Front of House. Please ask.

If you wish to access ancestry.com or scotlandspeople.gov.uk through our public computer a charge of £5 per hour applies. (Reimbursement charge for additional credits on Scotlandspeople might incur).

### **Assisted Enquiries Charges**

You can ask us to undertake a search for you. The charge for our service is £12 per hour. Charges are per enquiry, not per person. They include VAT; they do not include postage or the costs of any photocopies or image reproductions.

### **Photocopying Charges**

There is a small charge for any photocopies you may require:

- £0.10 for each A4 copy in black and white
- £0.50 for each A4 copy in colour
- £0.20 for each A3 copy in black and white
- £1.00 for each A3 copy in colour

### **Image Supply Charges**

There is a charge for image reproductions you may require:

- £5.00 Digital image supply by email
- £8.00 Digital image supply on CD
- £12.00 Printed Image at normal quality
- £14.00 Printed Image at photo quality

### **Commercial Licensing Charges**

If you wish to use our images commercially, the following charges apply:

- £5.00 Commercial licensing of images for not for profit websites and temporary exhibitions
- £30.00 Commercial licensing of images for print media, single country
- £50.00 Commercial licensing of images for print media, multi region

Please don't hesitate to ask if you have any questions in regards to our Genealogy Service. Our Front of House staff will be happy to assist.