

St Helens Archive Service

Planning your visit to the Archive

Booking an appointment

If you would like to view historical records from the archive, please first consult the online catalogue: www.sthelens.gov.uk/history making a note of the title and reference number of the items you are interested in. Contact archives@sthelens.gov.uk / 01744 671748 for help and to book an appointment within the opening times (out-of-hours appointments may be accommodated on request):

Monday	10am – 4pm
Tuesday	10am – 2pm
Wednesday	10am – 2pm
Thursday	1pm – 4pm

Address

St Helens Archive Service, The Gamble Building, Victoria Square, St Helens, Merseyside, WA10 1DY

Parking and public transport

The Gamble Building is a 2 minute walk from [Birchley Street Car Park](#), a 2 minute walk from St Helens Bus Station and a 5 minute walk from St Helens Central Train Station.

Visiting the Archive

The search room is on the mezzanine floor of The Gamble Building. You can find it by entering the building at the front door and following the stairs up to the door marked 'Search Room'.

On arrival at the archives, you will need to sign in to view documents. Please bring photographic ID. You do not need to be a member of St Helens Library Service however if you would like to join you can do so on the day: www.sthelens.gov.uk/libraries/how-to-join-the-library/

Accessibility

If you have mobility issues and require lift access, please advise us in advance (there is lift access but a key is required). Limited disabled parking is available outside Wesley House on Corporation Street, approximately 20 yards from The Gamble Building. Alternatively, please contact us to discuss other ways you can access the information you require.

Handling documents

- Food and drink is not permitted in the search room.
- Please use a pencil for note taking (no pens).
- Lockers are available to store bags and heavy coats (not permitted at search room tables).
- Please follow staff instructions for handling documents.
- Some items may not be available to be viewed as they are too fragile or are closed to the public, we will advise you of this as soon as possible.

Remote access

If you would like to view archive documents but cannot visit the Archive Service, please get in touch to discuss our research services for remote access.

Copying and Licencing

- You may bring a laptop, tablet or camera (no flash).
- We provide a photocopy and digitisation service (charges apply)
- Copyright forms will need to be completed if you make or receive a copy of any item.
- For those wishing to publish images a licence must be obtained. Permission may not always be given due to copyright or other restrictions.
- There is no charge to visit and view archive documents. Charges do apply for research, reproduction, digitisation or own camera / device.

Fees and charges

Description	Charge
Scanning digitised items (plus cost of print if required)	£2.00 per image (research or private study) £15.00 per image (non-commercial / editorial / public display)
A4 black and white print / copy (plus cost of scan if required)	0.40
A4 colour print / copy (plus cost of scan if required)	0.75
A3 black and white print / copy (plus cost of scan if required)	0.70
A3 colour print / copy (plus cost of scan if required)	£1.40
Photography permit (research or private study)	£3.00 per day £10.00 per week
Staff research service (first 15 minutes research of any enquiry is free)	£5.00 per quarter hour per first hour, then £15.00 per hour

Charges for postal, email or telephone orders may be calculated to include a cost for the time taken for staff to locate and copy material (charged as research fee).

It may not always be possible to provide an accurate quote for the price of research work in advance. Staff will let you know an estimate and advise you if the price is likely to increase. Research information / copies will only be sent once payment has been received. Cheques should be made payable to: 'St. Helens Council'.

Other resources

[Eccleston](#) and [Newton-le-Willows Library](#) hold local studies resources such as maps, microfilm records, electoral registers (Eccleston only) and local history books. To book a microfilm reader please contact ecclestonlibrary@sthelens.gov.uk / 01744 677575 or newtonlewillowslibrary@sthelens.gov.uk / 01744 677885. *Ancestry* and *Find My Past* websites and local history books are available to St Helens Library Service members at any St Helens library.

Making a comment or complaint

If you have a comment or complaint, please contact archives@sthelens.gov.uk / 01744 671748. Alternatively please visit: www.sthelens.gov.uk/council/complaints. Feedback Forms are also available to complete at St Helens Archive Service.