

ARCHIVES RESEARCH REQUEST

All requests: \$25 non-members / \$20 members

Research services by appointment only. Fee must be paid in advance and covers a general search of GHM's private collection and holdings for existing material. We cannot guarantee results to your inquiry and no refunds will be provided if information is not found. Searches, copies and reproductions are performed by GHM staff/volunteers only. Please allow 2-4 weeks for response.

Research Procedures:

After request fee is paid, GHM staff/volunteers spend a maximum of 1 hour searching the archival database for material. The patron will be notified of the general description of holdings, if found or lack thereof*. Then an appointment may be made for the patron to review the material in our Archival Reading Room. Hourly appointment fees apply (see below) for consultation, reproduction and copy services made during the appointment.

If the patron is unable to visit in person for an appointment, the patron may request copied material from the general description of holdings. Hourly appointment fees apply (see below) for consultation, reproduction and copy services to fulfill request. Shipping/Handling will be determined on a per item basis to cover costs

**If existing files are not found, the patron may request new research. New requests take a minimum of 2 hours to research. The fee is \$40. After the 2 hours, the patron will be notified then an appointment may be made for the patron to review the research material (if found) in our Archival Reading Room. Hourly appointment fees apply.*

Hourly Appointment Fees: \$10.00 per hour/members (one hour minimum charge)
 \$20.00 per hour/non-members (one hour minimum charge)
 Photocopies: \$.25 per copy or \$1.00 per color copy

RESEARCHER INFORMATION:

Name _____ Date _____

Address _____ City, State, Zip _____

Telephone (_____) _____ E-mail _____

Please Check One: Geneva History Museum Member _____ Non-member _____

Type of Request (please circle all that apply): Genealogy Property/Residence Images General Research

Reason for research OR image use (school project, interest, etc.) _____

Research question (please be as specific as possible and attach additional sheet if needed)

How did you hear about our services? _____

Other places researched (i.e. library, county agency, etc.) _____

GHM STAFF USE ONLY:

Payment for Request:

Request Fee: \$ _____ Date paid: _____ Rec'd by (initial): _____

Payment: Cash Check Credit (please circle one) If paid with check: check # _____

Payment for Hourly Appointment and/or New Research:

New Research \$ _____ Hourly fee \$ _____ Photocopies \$ _____ Images \$ _____ Postage \$ _____

Additional Fees Total \$ _____ Date paid: _____ Rec'd by (initial): _____

Payment: Cash Check Credit (please circle one) If paid with check: check # _____

ARCHIVES RESEARCH REQUEST

GHM STAFF USE ONLY:

Initial _____ Date Requested _____ Date Completed _____ Staff time _____ Visitor Time _____

Mode of Request: Walk-in ___ Telephone ___ E-mail ___ Other _____

Other research sources recommended _____

Collections used:

___ Archival Database (list all search terms)

File Title _____

Keywords _____

___ Spreadsheet attached

___ Image Database (list all search terms)

File Title _____

Keywords _____

___ Spreadsheet attached

___ Geneva Republican Database

Field & Term _____

___ Spreadsheet attached

___ Newspaper Sources (in addition to resources found in existing files)

___ Spreadsheet attached

___ Obituaries

___ Spreadsheet attached

___ Oak Hill Cemetery Database (list all search terms)

Field & Term _____

___ Spreadsheet attached

___ West Side Cemetery Database (list all search terms)

Field & Term _____

___ Spreadsheet attached

___ For new Property/Residence Requests, complete and attach the Research Checklist

___ Other Sources: _____

___ *Finished Request entered in Research Request Database (please initial)*

UPDATED AUGUST 2014