

ARCHIVES RESEARCH REQUEST

Research is by appointment only. Results are not guaranteed and fees are non-refundable.
Please allow 3–5 weeks for a response.

Research fees are based on the Tier you choose. Please see back of sheet for each Tier.

Research Procedures:

After fee is paid, GHM staff/volunteers search the archival database as well as outside sources for information. The patron will be notified when it is complete.* An appointment will be made for the patron to review the material in our Archival Reading Room. Photocopies may be requested at a cost of **\$.50 per copy for black and white** and **\$1.00 per copy for color**.

If patron is unable to visit in person, they may request scanned or copied material from the general description of holdings. 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 at the price of a second request.*

RESEARCHER INFORMATION:

Name _____ Date _____

Address _____ City, State, Zip _____

Telephone _____ Email _____

Please check one: Geneva History Museum Member _____ Non-member _____

Type of request: Genealogy Property/Residence Images Business Other Topic

Reason for research (school project, book, interest): _____

Research question (be as specific as possible): _____

How did you hear about our services? _____

Other places researched (library, county agency, etc) _____

GHM STAFF USE ONLY:

Payment for Request:

Tier: _____ Request fee: \$ _____ Date paid: _____ Received by: _____

Payment: Cash Credit Check Check #: _____

Additional Fees:

New Research: \$ _____ Photocopies: \$ _____ Postage: \$ _____ Images: \$ _____

Add-on: \$ _____ Fees Total: \$ _____ Date paid: _____ Received by: _____

Payment: Cash Credit Check Check #: _____

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Research Tiers:

Geneva History Museum Members save \$5 on each tier.

____ Residence/Property

____ Tier 1 – \$30 – General Interest

Basic research on a property, including estimated construction date, known additions or renovations, and key past owners.

____ Tier 2 – \$35 – In-Depth (includes Tier 1)

Expanded research including a more precise build date (if available), full list of previous owners, and a written timeline of the property's history.

____ Tier 3 – \$50 – Full (includes Tiers 1 & 2)

Full research on the property, including special events, notable occupants, and birth/death dates of previous owners (if available). Includes all relevant photocopies.

____ Genealogy

____ Tier 1 – \$30 – General Interest

Basic research on one individual, including birth and death dates, and burial information (if available).

____ Tier 2 – \$35 – In-Depth (includes Tier 1)

Expanded research on one individual, including occupation, marriage history, immigration details, and a written timeline of their life.

____ Tier 3 – \$50 – Family Tree

Research of one individual's family line, including names, relationships, and birth/death dates for up to three generations.

____ Business

____ Tier 1 – \$30 – General Interest

Basic research on the business, including start and end dates, proprietor(s), and known locations.

____ Tier 2 – \$35 – In-Depth (includes Tier 1)

Expanded research including general information on employees, special events, anniversaries, and any notable milestones.

____ Tier 3 – \$50 – Full (includes Tiers 1 & 2)

Detailed research including advertisements, photographs (if available), building history, and any notable stories or archival materials related to the business. Includes a short written summary of findings.

____ Other Topics

____ Tier 1 – \$30 – General Interest

Basic research on a single topic, such as a local event, landmark, or natural feature. Includes key dates, names, and a general overview.

____ Tier 2 – \$35 – In-Depth (includes Tier 1)

Expanded research including contextual history, development over time, public response, and notable figures involved. Includes a written summary of findings.

____ Tier 3 – \$50 – Full (includes Tiers 1 & 2)

Thorough research with available images, newspaper coverage, programs, maps, and archival materials. Includes all relevant photocopies and a detailed written summary.

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