

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:

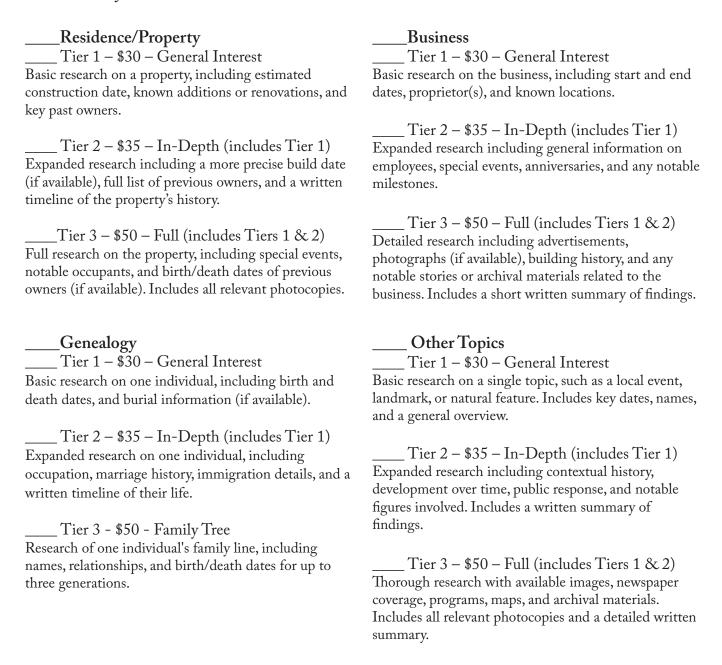
Name						Date				
Address			Cit	y, State, Zip						
Telephone			En	nail						
Please check on	ie: Gene	va Histo	ory Museu	m Membe	Member			Non-member		
Type of request	: Gen	ealogy	Propert	y/Residenc	e Image	es .	Business	Other Top	ic	
Reason for rese	arch (scho	ol projec	et, book, ir	nterest):						
Research questi	on (be as	specific a	as possible	e):						
How did you he	ear about	our servi	ces?						_	
Other places re-	searched (library, c	ounty age	ncy, etc)						
GHM STAFF U		Y:								
Tier:	Request fee: \$			Date paid:			Received by:			
Payment:	Cash	Cre	dit	Check	Check	k #:		_		
Additional Fee	s:									
New Research: \$ Photocopies: \$_				Postage: \$			Images: \$			
Add-on: \$ Fees Total: \$						Received by:				
Payment:	Cash	Cre	dit	Check	Check	k#:				



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Research Tiers:

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



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