PACIFIC COUNTY HISTORICAL SOCIETY
RESEARCH REQUEST FORM

Research is performed on an hourly basis. The first hour is $25.00 and is due at the time of the request. Additional research time is at $15.00 per hour with payment arrangements agreed to in advance. Our researchers will call or e-mail you with our findings after the first hour is complete. You can then direct us on how you would like to proceed.

Cash ______________  Charge ______________  Amount ______________

CUSTOMER NAME: __________________________________________________________

Date of Request: _______________  Phone Number: ______________________________

Address: _________________________________________________________________
________________________________________________________

E-Mail: ________________________________________________________________

REQUEST: Please include everything you know about the subject matter including names, dates, place names, neighbors, addresses, relatives, friends, organizations, offices held, photo information, employment information, etc. Use the back of this form if necessary.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Volunteer taking request: _______________  Deadline date: ________________

NOTE: Immediate research at the Society’s Museum may be restricted on the basis of our volunteer time availability. Prior appointments are generally required. We assure you that we will do our best to process your request in a timely manner.

CUSTOMER MUST READ AND SIGN THE BACK OF THIS FORM.
COLLECTIONS USE AND RESEARCH GUIDELINES:

Collections and information owned by the Pacific County Historical Society are held in trust subject to reasonable legal, ethical, and preservation restrictions. Museum staff is obligated to provide reasonable access in accordance with the Society's contractual rights. The Society staff may refuse any request that would violate such rights. Expense of maintaining the collection and making it accessible is partially offset through certain reproduction and use fees.

Research at the Society’s Museum may be restricted on the basis of staff time availability. Proper appointments are generally required for research, and fees found on the front of this page will be charged. No collection materials will be loaned to individuals. Reproductions of collections will be carried out by staff.

Reproductions of collections will not be used in any publication unless permission is granted and proper fees are paid in agreement with the society’s Use Agreement.

SIGNED: 

DATE:

If using U. S. Mail, please mail form and payment to:
PCHS
P O Box P
South Bend, WA  98586

360-875-5224
museum@willapabay.org