

GENERAL RESEARCH INQUIRY FORM

Shaker Village of Pleasant Hill Collections and Archives

1. Research inquiries will be given up to 1 hour of research time from our staff.
2. Research inquiries requiring more than 1 hour of staff research will be subject to a pro-rated charge of \$25.00 per hour, plus duplication fees. Expedited research services may be requested for a fee of \$35, in addition to the pro-rated \$25 hourly rate and any duplication fees.
3. Duplication requests are subject to standard fees, as itemized on our List of Duplication and Use Fees.
4. Research inquiries are accommodated in the order in which they are received. Please allow two to three weeks for research to be processed. Inquirers will be notified when their request has been received.

Name: _____ Date: _____

Address: _____ Phone: _____

Email address: _____

Research question/topic: _____

Information already known: _____

Specific information needed: _____

Additional comments: _____

Please email completed form to collections@shakervillageky.org

