

Research Request Form

Prospective Researcher Contact Information

Name: _____

Phone: _____

Email: _____

Affiliated Organization (If applicable): _____

Appointment Dates and Times:

Please note that staff requires at least 48 hours advance notice to schedule an appointment for Thursdays and Fridays, and at least a week for Wednesdays, Saturdays, or Sundays. There are currently no appointments available on Mondays or Tuesdays.

Indicate your appointment availability below:

Thursday: ____ Friday: ____ Other: ____

10am-11am: ____ noon-1pm: ____ 2pm-3pm: ____

Of the above availability, what is your preference?: _____

Do you have a specific date you would like to visit?: _____

Purpose of Research:

I am interested in the following (check all that apply):

____ Purchasing Historic Photos ____ Documentary Film Research ____ Genealogy

____ Other

Please elaborate on the purpose of your research, including any relevant names or places:

Guidelines for visiting researchers

- Researchers are expected to arrive promptly at the agreed upon time. If you are unable to attend an agreed upon appointment, please contact staff as soon as possible.
- Appointments must be made and verified with staff ahead of time. Staff will absolutely not accept 'walk-ins' for assisted research.
- Appointments will be made and broken at the discretion of GCHA staff. Should GCHA need to cancel an appointment, they will make every reasonable effort to notify the researcher ahead of time.
- Research appointments will start no earlier than 10am and conclude no later than 3:30pm.
- Except in exceptional circumstances, researchers are not allowed unattended in collections storage.
- GCHA staff will instruct visiting researchers on the proper handling of any relevant materials. Researchers are not allowed to touch or handle any GCHA collections materials without explicit permission from staff.
- Food, beverages, and chewing gum are not permitted in the vicinity of GCHA collection materials.
- Pens and markers are not permitted in close proximity to GCHA collection materials. Pencils and digital forms of note taking are allowed.
- Collection materials may not be removed from GCHA premises for any reason.
- GCHA retains copyright to any image, document, or object in collections. Any unauthorized reproduction is strictly forbidden.
- Should the researcher take any photographs of GCHA collections, these photographs are understood to be for personal use only. Digital images are available for purchase from GCHA for \$25.
- The first thirty minutes of assisted research are free. After that point, the rate is \$20/thirty minutes. This expense is incurred at the start of each additional thirty minute period.
- Payment for any additional research time is required at the beginning of each thirty minute period unless previously agreed upon.
- Researchers are expected to comply with any and all GCHA policies. Failure to do so may result in termination of the research appointment and/or expulsion from the museum.