**RESEARCH REQUESTS**

Contact Name:

Address:

Telephone:

Email:

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What is your inquiry? (Who, What, When, Where)

Please provide us with as much detail as possible.

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Deadline for information request?

**Fees 2021-2023**

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| **Item** | **Description** | **Fee** |
| Staff Research Fee | All research requests receive the first hour of research for free. After this time, the staff will communicate with the researcher to decide if they wish to pursue further research. If they do, they will be required to pay the research fee for each additional hour of research. | $38.50/hour |
| Photocopy Fee | To have a photocopy of an image, item, or document. | $0.50 per page |
| Digital File (Personal Use) | To have a digital file of an image, item, or document. Includes but is not limited to family history projects, genealogy research, etc. | $11.75 per file |
| Digital File (Commercial Use, Not for profit) | To have a digital file of an image, item, or document. Includes, but is not limited to scholarly books and journals, exhibition catalogs, conference proceedings, dissertations, association journals. | $34.00 per file |
| Personal Archival Research Access (half day) | Allows researcher 4 hours of supervised access to UHC archives to conduct research. If any images of items are desired, an additional photocopy/digital copy fee will apply. | $15.00 |
| Personal Archival Research Access (full day) | Allows researcher 8 hours of supervised access to UHC archives to conduct research. If any images of items are desired, an additional photocopy/digital copy fee will apply. | $25.00 |

\*Please contact the museum to inquire for more information if you are looking for Commercial Use fees