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Research Request Form

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Purpose of Research Request: ☐ Personal Use ☐ Publication ☐ Other _____

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Research Question: Please specify a particular question. What exactly are you hoping to learn?

Additional Information: What do you already know about the subject? This will help direct further research.

Additional Services Requested: (e.g., Are you interested in photocopies and/or scans of documents or photographs.) Please see Fees and Services on the reverse of the form for pricing.

Fees and Services:

Service	Member rate	Non-member rate
In-person access to library and reference collection by appointment only	Free	\$20 per visit
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Photograph or Document scan ² ; 8 ½ x 11 or smaller; up to 300dpi for personal or scholarly non-profit use	\$3.00 (per scan)	\$5.00
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- Appointments are required for in-person research – BHS cannot guarantee staff availability for walk-ins regardless of distance traveled.

For BHS Research Services - Internal Use Only

Summarize your results below. If needed, please attach additional pages or resources. Record your name, time spent conducting research, sources consulted, and information found below.

Total Staff Time:	Patron Contacted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<hr/>	Date contacted:	<hr/>	
Date Completed:	Completed by:	Contacted by:	
<hr/>	<hr/>	<hr/>	

¹ Additional sizes may be available upon request. Contact BHS for pricing.

² Digital images are provided via an online file sharing service or copied onto a removable media format. Removable media must be provided by the researcher.

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