



845 Hackett Street
Beloit, WI 53511
info@beloithistoricalsociety.com
608.365.7835

Research Request Form

Date Received: _____

Taken by: _____

Contact Information:

Name: _____

BHS Member: Yes No

Address: _____

City, ST Zip: _____

Phone: _____

Email: _____

Purpose of Research Request: Personal Use Publication Other _____

Copyright Restrictions: The Beloit Historical Society does not claim exclusive ownership of copyrights and has not determined copyright status for many materials in its collections. The Beloit Historical Society is not responsible for determining copyright status or securing copyright permission.

Under copyright law of the United States (Title 17, U.S. Code), the Beloit Historical Society is able to make photocopies or reproductions that are not to be “used for any purpose other than private study, scholarship, or research”. If a researcher makes a request for, or later uses a photocopy or reproduction for purposes in excess of this “fair use” that researcher may be liable for copyright infringement and will hold the Beloit Historical Society harmless.

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
Access to library and reference collection	Free	\$10 per visit
Student access to library and reference collection (student ID required)	Free	Free
B/W photocopy; 8 ½ x 11” ¹	\$.50 (per page)	\$1.00
Color photocopy; 8 ½ x 11”	\$1.00 (per page)	\$1.50
Digital or Document scan; 8 ½ x 11” or smaller	\$1.00 (per scan)	\$1.50
Photograph scan ² ; 8 ½ x 11 or smaller; up to 300dpi for personal or scholarly non-profit use ³	\$3.00 (per scan)	\$5.00
Previously scanned and readily available digital image	\$1.50 each	\$3.00/each
Hourly rate for research services ⁴	\$20	\$30 (\$40 for for-profit organization)
Commercial & Organizational image use/licensing fee is per image, per medium, per use ⁵ ; fee does not include scanning services.	\$50	\$75
Shipping and handling; international requests will incur additional fees.	\$7.00	\$7.00

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

Date Completed:	Date contacted:		
_____	_____		
Completed by:	Contacted by:		
_____	_____		

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

² BHS is not able to generate duplicate photograph prints in any size.

³ 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.

⁴ Applies to any assistance provided by BHS that requires more than 30 minutes. Charges will be made in 15-minute increments. Includes time to email digital material to patron.

⁵ Commercial use requires an Image Use Contract. Contact BHS for more information.