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Research Request Form

Contact Information

Date Received: _____

Name: _____

BHS Member Yes No

Address: _____

City/State/Zip _____

Phone: _____

Email: _____

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
Photocopy 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	\$2.00 (per scan)	\$3.00
Previously scanned and readily available digital image	Free (up to 5 per order); \$3.00/each (6+)	\$3.00/each
Hourly rate for research services ⁴	\$20	\$30 (\$40 for for-profit organization)
Commercial image use 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.	\$5.00	\$5.00

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:

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.

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