



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

## Research Request Form

Date Received: \_\_\_\_\_

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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                         |
|--|-------------------|---|
| Access to library and reference collection   | Free              | \$10 per visit                          |
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| B/W photocopy; 8 ½ x 11” <sup>1</sup>  | \$ .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 <sup>2</sup> ; 8 ½ x 11 or smaller; up to 300dpi for personal or scholarly non-profit use <sup>3</sup>                       | \$3.00 (per scan) | \$5.00                                  |
| Previously scanned and readily available digital image   | \$1.50 each       | \$3.00/each                             |
| Hourly rate for research services <sup>4</sup>   | \$20              | \$30 (\$40 for for-profit organization) |
| Commercial & Organizational image use/licensing fee is per image, per medium, per use <sup>5</sup> ; 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 |
| <hr/>             |                   |                              |                             |
| Date Completed:   | Date contacted:   |                              |                             |
| <hr/>             |                   |                              |                             |
| Completed by:     | Contacted by:     |                              |                             |
| <hr/>             |                   |                              |                             |

<sup>1</sup> Additional sizes may be available upon request. Contact BHS for pricing.

<sup>2</sup> BHS is not able to generate duplicate photograph prints in any size.

<sup>3</sup> 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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