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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.

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| Service | Member rate | Non-member rate |
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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 |
| Date Completed: _____ | Date contacted: _____ |
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