

## Research Request Form

The Library charges a research fee for any non-instructional reference assistance that will take more than 15 minutes of research consultation time. The research fee is \$25.00 per hour (\$20.00 for members, students, teachers, and nonprofits). The first hour must be prepaid and mailed with this completed form. Members receive up to one hour of research at no charge. This charge is for staff time involved in attempting to answer your request through sources in our library and includes up to 10 copies at no additional charge. Additional photocopies are .35 cents per page (.25 cents for members, students, teachers, and nonprofits). Please indicate below the maximum number of photocopies and hours you are willing to spend on the request. Checks or money orders can be made to the Indiana Historical Society. We can not guarantee results to your inquiry and no refunds will be provided if information is not found. Please consult Reference Services, Copies and Fees for additional information.

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Please print this page and mail the completed form with payment to:

Reference Services  
Indiana Historical Society Library  
450 W. Ohio Street  
Indianapolis, IN 46202

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_  
IHS Membership Number: \_\_\_\_\_

**Research Question:** (Please provide as much detail as possible and include any sources already consulted)

I understand and agree to the terms above and that I will pay for \_\_\_\_ additional hours (ordinarily a 2 hour total maximum) and \_\_\_\_ additional photocopies. I enclose my research fee for the first hour of research for the search requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_