

Watkins Museum of History Research Request Form

Contact Information for Requestor

Name:			Email:	
Address:			Telephone:	
City:	State:	Zip:		

Will you schedule an in-house research appointment? Yes No

Douglas County Historical Society Member? Yes

Research Category: Genealogy Local History Property/House History

Date/Deadline for Research:

Describe your research objective:
--

Research Question:

Relevant Background Information/Summary of Your Research:
--

For Genealogical Requests, please complete as much information as possible for the individuals and their immediate family members (spouse, children, and parents)

First Name /Middle Name/ Last Name/Maiden Name	Date of Birth Location of Birth	Date of Death Location of Death

See reverse for Research Services

Research Services

On-Site Research

The Archives are available by **appointment only** Tuesday through Sat. 10:00 a.m.-3:00 p.m. Please contact the research staff at 785-841-4109 ext. 209 or by e-mail (research@watkinsmuseum.org) at least 24 hours in advance to schedule an appointment. Researchers will not be admitted without an appointment. Research staff will retrieve materials for review prior to the scheduled appointment.

Note: Retrieval of photographs or other materials from the collection storage facility may take longer than 24 hours.

Fees

The research staff will provide two hours of free research support. If additional research time is needed, the requestor will be contacted with an estimate of costs for additional research.

Research Rates are \$5/hr DCHS members, \$10/hr Kansas residents, non-members, \$15/hr non-Kansas residents, non-members.

Reproduction of Materials

All researchers must ask permission to make photocopies. Research staff will copy or scan all materials. Not all materials may be copied due to their condition or the copyright laws of the United States. Original photographs may not be photocopied.

In-house researchers must obtain prior approval before taking photographs of material using a camera or cell phone. These images are for personal research only and may not be reproduced for publication without prior consent of the project.

Copying/Scanning Fees for Printed Materials:

\$0.25 for 8½" x 11" \$0.35 for 11" x 17" \$1.00 for color 8½" x 11"

Photographic Reproductions: Photographic reproductions may be available, please refer to the Reproduction Policies.

Shipping and Handling: \$3.50 minimum

Permissions and Credits

Access to research materials does not constitute permission to publish in excess of "fair use" according to the copyright laws of the United States. Researchers are responsible for obtaining permission to publish any copyrighted material found in the WMH collections. Any public use of materials from the original photograph or manuscript collections must be credited to "Douglas County Historical Society, Watkins Museum of History." See Reproduction Policies for more specific rules.