Watkins Museum of History Research Request Form

Contact Information for Requestor

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<th>Name:</th>
<th>Email:</th>
<th>Address:</th>
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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)

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<tr>
<th>First Name /Middle Name/ Last Name/Maiden Name</th>
<th>Date of Birth</th>
<th>Location of Birth</th>
<th>Date of Death</th>
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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

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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”

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Shipping and Handling: $3.50 minimum

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