

Research Request Form

Vigo County Historical Society and Museum

The Museum 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 non-profits). The payment must be prepaid and mailed with this completed form. Members receive a complimentary one hour of research.

The charges cover staff time involved in attempting to answer your request through resources available in our Archives Department.

The service includes up to 10 free copies (Additional photocopies are \$.25 each/ \$.10 for members, students, teachers and non-profits)

Please indicate the maximum number of photocopies and hours you are willing to spend on the request. Checks or money orders can be made to the **Vigo County Historical Society and Museum**.

*NOTE: We cannot guarantee results to your inquiry and no refunds will be provided if information is not found.

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

Vigo County Historical Society and Museum
929 Wabash Ave.
Terre Haute, IN 47807

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

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

I understand and agree to the terms above and that I will pay for ____ additional hours and ____ additional photocopies. I enclose my payment for requested research.

Signature: _____ Date: _____