



Sequim Museum &amp; Arts Research Request

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home # \_\_\_\_\_

Email: \_\_\_\_\_

I am searching for information on the following subjects:

(Please provide dates, names, places, events, etc., that are relevant to your request.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

## Museum & Arts Research Request

Page 2

After a volunteer research assistant has completed your request, they will contact you by phone or e-mail to recap the search results. You may then set an appointment time to view the materials.

Volunteer researchers are available by appointment. Please call ahead to schedule a research appointment.

One hour of research is provided free to members, for additional hours, the suggested donation is \$20 per hour.

You may then set an appointment time to view the materials. We can provide copies of the photos for onetime, non-commercial use. We do not allow copies of photos to be made on copy machines or leave the building. There are fees that pay for the materials we use to preserve documents and photographs, to cover the costs of making copies. Please see the fee schedule below.

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### More information:

How do we find information? We have a museum software database in use by over 1000 museums across the country. The PastPerfect® database has records on every photograph, book, and artifact in the Museum & Arts collections. The Archives consists of unpublished material catalogued since 2004. The Photo Archives contains over 10,000 photographs. There is a large collection of both published and non-published material in our Library Files. This information is being catalogued and added to the database when there is volunteer help available.

### Fee Schedule

Digital Prints (includes scans and prints)

____ ea of ____ <input type="checkbox"/> 4 x 6 or 5 x 7 print	\$8.00 first print; \$5.00/each for duplicate print(s)
____ ea of ____ <input type="checkbox"/> 8 x 10 print	\$12.00 per print; \$8.00/each for duplicate print(s)
____ ea of ____ <input type="checkbox"/> CD and Images	\$12 Initial Fee, plus \$5.00 per image
____ ea of ____ <input type="checkbox"/> Larger prints	to be quoted

Total Cost (includes sales tax):                      \$ \_\_\_\_\_

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