

RESEARCH REQUEST FORM

All research requests must be made using the Research Request Form.

If you would like a museum volunteer to research an inquiry for you, there is a charge of \$15 per hour with a two-hour maximum per request.

The museum is available for research on your own *by prior appointment with museum staff* during regular museum hours Thursday-Sunday. There is a charge of \$15.00 per hour for this service. A museum staff person will assist you as you conduct your own research in the library or archives. Please call (707) 894-2067 for more information or email your request to office@cloverdalehistory.org.

DATE OF REQUEST _____

NAME (Individual or Organization) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ E-MAIL _____

If organization, name of responsible party _____

Nature of research and type of request _____

DATE OF RESEARCH _____ TIME _____

STAFF PERSON _____

Fee to be charged: _____

How fee will be paid: by check via mail Pay Pal in person at the Museum

The museum members are proud of the resource materials found in our Research Library and are happy to provide assistance to those who have an interest in local history. We ask that all materials be handled with care. *We also ask that no book, photograph, or artifact leave the facility.* If you would like a photocopy of an item—photograph, document, letter, etc.—we can provide this service at a fee.