

Research Request Form

Thank you for your interest in the Brockville Museum's collection. The Brockville Museum is a non-profit organization that relies on the support of the public to maintain its programs and services. Research requests are fulfilled by museum volunteers. At present we do not charge for our research services, however donations are greatly appreciated. There is a \$0.25/page photocopy charge. Other reproduction services may be available, but are subject to extra fees; these fees will be discussed prior to any charges being applied. Please note that not all services are available in all circumstances; factors such as the physical condition of the object, copyright restrictions, donor restrictions, and staff availability may prevent some or all of the archival services from being offered.

Please use this form to make a research request. Please allow 2-4 weeks for all requests.

Contact Information

Date of request:

Name:

Contact information:

Alternative Contact information:

Request

I am looking for (check all that apply):

1. Photographs 2. General Information 3. A specific object or document

Subject of request (what information are you looking for?): please be as specific as possible

Is there a specific question that you are looking to have answered?:

Is there any relevant background information we should know about (i.e., what you already know)?:

Internal use only

Time spent:

Applicable charges:

Notes: