



RESEARCH REQUEST FORM

POLICY & FEES

On-site Research:

The Ruth Hill Library & Archives is open to the public on Wednesdays from 1-3 pm and by appointment. To ensure proper assistance, researchers are strongly encouraged to schedule appointments in advance. To make an appointment, contact the Society at 978-531-0805 or at info@peabodyhistorical.org. The recommended donation to access the archives is \$10 per day. No donation is necessary for PHS members, teachers and students.

Remote Research:

The Peabody Historical Society and Museum will provide historical or genealogical research services for individuals unable to visit the archives in person. Research requests may be submitted via email, mail, or phone.

We request a donation in advance for a minimum of 1 hour of research at a recommended rate of \$10 (members) or \$25 (non-members). After the first hour, you will be notified if additional time is required. PHS staff will spend a maximum of three hours per request at an hourly recommended donation of \$10 (members) and \$25 (non-members). If more than 3 hours is required, a PHS staff person will contact you to discuss options for completing the research.

Research requests are fielded in the order in which they are received. Please allow up to 3 weeks for your request to be fulfilled.

Please complete this form and return it with a check payable to the Peabody Historical Society & Museum, 35 Washington Street, Peabody, MA 01960.

Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Email: _____

Phone: _____

Purpose of request (e.g. academic research, genealogy, publication):

Research question (please frame your question clearly, providing specific names, dates, and locations):

OVER

Sources previously consulted (in order to avoid duplication of effort and information):

Amount Enclosed: \$ _____ Date: _____

Signature: _____