RESEARCH REQUEST FORM

☐ Rush (May include additional fees)  
   Needed by: __________________   
   Date: ____________________

RESEARCHER CONTACT INFORMATION:

_____________________________________       ____________________________________
Name       Phone

_____________________________________  ____________________________________
Email       City/ State/ Zip Code

_____________________________________       ____________________________________
Address

PURPOSE (Check all that apply ☑):

☐ Personal Use   ☐ Academic   ☐ Publication   ☐ Exhibition   ☐ Other: ____________________

DESCRIPTION OF REQUEST (Please include information you know in addition to what you are looking for.
   All details are welcome, such as names, birth/death dates, jobs, addresses, and time period if known.):

Ketchikan Museums conducts research on an hourly basis. The first hour is complementary, after that we charge $30/hour.
Photocopies are 25¢/page. For photo fees, see the Photograph Reproduction and Use Policy. Please note that research requests
vary in length and can take up to (8) eight weeks to complete.