

Tongass Historical Museum  
629 Dock Street  
Ketchikan, AK 99901  
(907) 225-5600



# Ketchikan MUSEUMS

www.KetchikanMuseums.org



Totem Heritage Center  
601 Deermount Street  
Ketchikan, AK 99901  
(907) 225-5900

## RESEARCH REQUEST FORM

Rush (May include additional fees)  
Needed by: \_\_\_\_\_

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

### RESEARCHER CONTACT INFORMATION:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City/ State/ Zip Code*

### 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.**

#### **Staff Use Only**

Staff Contact: \_\_\_\_\_ RR#: \_\_\_\_\_  
Nature of Contact:      Phone                      In-Person                      Email                      Other