



Research Request Guide

The Oconee History Museum welcomes all requests for research.

All persons requesting information are required to fill out the Research Request Application. Please be as specific as possible on the application regarding the information requested.

Museum staff will make a search of the holdings and other reference materials in response to inquiries. Response time depends on the complexity of the subject matter. Routine research inquiries and photocopy requests will normally be completed within 3-4 weeks. For other requests, the Museum staff will provide an estimate of the research time needed. This estimate is subject to revision.

Any person or entity requesting research services will hold harmless the Oconee History Museum, staff, and volunteers from any legal claims or damages arising from or out of any information provided as a result of the Museum's research service.

The Oconee History Museum makes no warranties or guarantees either expressed or implied concerning the accuracy or authenticity of information from current books, periodicals, magazines, or other source material, which is allegedly based on historical research; or the accuracy of information as published in original journals, magazines, catalogs, or other source material used to supply the requested information.

Fees

Research fees are \$15 per hour. Photocopies are 10 cents per sheet.

Payment

The Oconee History Museum will provide an invoice for the total amount due, which *must* be paid *before* we can ship research materials. We accept cash, credit card, or check for the exact amount made payable to “**Oconee History Museum.**”

Research Requests

Please fill out the Research Request Application. You can email the form to Jennifer Moss, Assistant Curator, at moss@oconeehistorymuseum.org, fax it to 864-638-2224 or mail it to:

Oconee History Museum
Attn: Jennifer Moss
PO Box 395
Walhalla, SC 29691

Research Request Application

Name: _____

Mailing Address: _____

Phone Number: _____

E-mail: _____

Briefly, what are you requesting? _____

What do you really want to find out? *Specific questions will assist us in helping you.*

What do you already know and where did you find it? *If you know, tell us full names [middle, maiden, nickname], estimated dates, locations, type or place of business, or other resources you have already checked.* _____

Please attach separate sheet if additional information is provided.

Are you planning to replicate or publish any objects or information? _____

Signature

Date