

REQUEST FOR INFORMATION

Museum staff strives to fill requests within a timely manner. Requests may be expected to be filled in 5–7 working days, depending upon the number of requests pending.

Museum staff will conduct research on requests for a period equaling 2 hours. Requestor will be notified if more research time is required. Research required over 2 hours will either be, at the museum staff's discretion, charged a research fee of \$10/hour.



Bartlesville Area History Museum
401 S. Johnstone – 5th Floor
Bartlesville, OK 74003
Telephone: 918-338-4290
history@cityofbartlesville.org

Name of person requesting information _____

Organization _____

Address _____

City/State/Zip _____

Phone _____ Other _____

Email _____

Date Requested _____ Date completed _____

Request (please give as much detail as possible) _____

Purpose _____

FOR STAFF USE ONLY

Document this request and research findings on the **GDrive** > **Collections Manager** > **Research Requests** spreadsheet. Then put your research file with the *researcher name and subject title* into the **Debbies Research Files** as reference for future research requests.

All research will be sent via **WeTransfer** if possible. This method saves space in the City's email system. In-house photo copies are 25 cents per page. Photos of people for genealogy purposes will be supplied free of charge all others \$10 each. Re-scan photos \$10 each.

Return completed "Request for Information" worksheets to the Museum Coordinator for filing and necessary payments.

Cost: 25 cents/page copy charge
Photos \$10 as detailed
Re-scan \$10 as detailed

Paid: Amount _____

Check Cash Credit Card

Date of response _____

Researcher: _____