



Dartmouth Heritage Museum

26 Newcastle St, Dartmouth NS B2Y 3M5 | (902) 464 2300 | www.dartmouthheritagemuseum.ns.ca

Research Request Form

(Please return this form to collections@dartmouthmuseum.ca)

Date of Submission: _____

*Note: Data from this form is used for statistical and research topic summaries. Reply may take 4-6 weeks.

Contact Information

Full Name: _____

Address: _____

Phone: _____ Email: _____

Preferred Method of Communication (Indicate all that apply.): Phone Email On-site:

Purpose of Request

- Exhibition
 Business/ Publication
 Academic/ Education
 Media
 Genealogical
 Other

Please provide a brief description of your selected purpose of request:

Appointment

Archival or reference facilities are available to researchers by appointment only. Appointments will be arranged and confirmed by contacting you.

Preferred appointment times: _____

Number of ordered copies of material: _____

Research Fees

Payments can be made as cash, credit, debit or cheque. Please contact our Collections Manager at 902-464-2004, or collections@dartmouthmuseum.ca, if you have any questions or concerns.

Self-Serve Research Fee (Library & Public Files Only)	Free
Collections Research	First hour FREE; then \$30/hr

Copying Fees

Please check your copying preference:

- General Paper Photocopying Non-commercial Commercial Special Circumstances

- **General Paper Photocopying**

DHM offers a student discount when photocopying at the museum. With presentation of student identification, students are to donate any amount for their archival photocopying needs. A non-student is required to pay \$0.25/pg (black and white) and \$0.50/pg (colour).

- **Non-commercial Digital Image Copies (one time use)**

1-9 images	\$12.00 / image
10+ images	\$10.00 / image

- **Commercial Digital Image Copies (one time use)**

1-5 images	\$20.00 / image
6-10 images	\$15.00 / image
11+ images	\$10.00 / image

- **Special Circumstances**

Some exceptions for all service charges and research fees *may* be made for non-profits. Please contact the DHM Manager-Curator to inquire further.

Office Only
