

Museum & Arts Center Research Request

Volunteer researchers are available by appointment. Please fill out this form and return it by mail, email, or in person to the DeWitt Building at 544 North Sequim Avenue; or scan it and email it to us at info@museumandartscenter.org.

This gives the researcher more time to search our archives, and the un-catalogued materials for information on your subject. With over 7,000 photos in the Photo Archives, thorough searches can take a while. Using the information you provide is just the starting point for a search.

How do we find information? We have a museum software database in use by over 1000 museums across the country. The PastPerfect® database has records on every photograph, book, and artifact in the Museum & Arts Center collections. The Archives consists of unpublished material catalogued since 2004. The Photo Archives contains over 7,000 photographs. There is a large collection of both published and non-published material in the Whatton Library Files. This information is being catalogued and added to the database when there is volunteer help available.

After a volunteer research assistant has completed your request, they will contact you by phone to recap the results of their search. You may then set an appointment time to view the materials. We can provide copies of the photos for one time, non-commercial use. We do not allow copies of photos to be made on copy machines or leave the building. There are fees that pay for the materials we use to preserve documents and photographs, and to cover the costs of making copies. Please see the fee schedule below.

Fee Schedule

Digital Prints

___ea of ___ <input type="checkbox"/> 4 x 6 or 5 x 7 print	\$6.00 first print; \$5.00/each for duplicate print(s)
___ea of ___ <input type="checkbox"/> 8 x 10 print	\$10.00 per print; \$8.00/each for duplicate print(s)
___ea of ___ <input type="checkbox"/> CD and Images	\$12 Initial Fee, plus \$5.00 per image
___ea of ___ <input type="checkbox"/> Larger prints	To be quoted

Total Cost (includes sales tax): \$ _____

Research Fees

One hour of research is provided free. For additional hours, the suggested donation is \$10 per hour. Fees go to purchase supplies to preserve the items in the collection in archival boxes and Mylar™ sleeves.
