



Research Request Form

Thank you for contacting the Museum with your research question. Because of the number of requests we receive and our limited staff resources, we must charge a fee for research when your question cannot be readily answered. You may either schedule an appointment to come and do research on-site, or you may contract us from off-site to do research on your behalf.

On-site research fees:

- \$25.00 per hour for non-members.
- Free research appointments for members of the History Museum at the Castle / OCHS

Off-site research on your behalf fees:

- \$25 per hour for non-members
- \$15 per hour for History Museum / OCHS members

Before you continue, please know that many of the sources we turn to in our research are available in other public repositories or online digital collections. Most genealogy resources are available at the Appleton Public Library and Outagamie County Register of Deeds.

Contract for Payment of Research Fees

I understand that OCHS cannot guarantee its research/research resources will yield the information that I desire, and that payment is due for the amount of time spent, regardless of the results obtained.

Off-site researchers: I hereby authorize OCHS to spend up to ____ hours conducting research on my behalf at the hourly fees of \$15 for OCHS members and \$25 for non-members.

On-site researchers: I hereby authorize I will pay a fee of \$25 per hour for a research appointment at the History Museum at the Castle.

Name (printed): _____

Signature: _____

Date: _____

Please let us know more about your research question(s) so we can find the best resources to help:

Name (printed): _____

Address:

Daytime phone: _____

Email: _____

Date of request: _____

OCHS member? Yes No

Please answer the following questions to help guide our research:

1. What information are you seeking? Please include as much relevant information as you can and be as specific as possible regarding names, dates, geographic locations, etc. Use the reverse if necessary.

2. What other resources have you explored?

Appleton Public Library's Online Collections (website)?

Google books (website)?

Newspaper Archive (website)?

Wisconsin Historical Society's Online Collections (website)?

Fox Valley Genealogical Society?

Recollection Wisconsin (website)?

Area Research Center at University of Wisconsin Green Bay?

Lawrence University Archives?

Fox Valley Memory (website)?

Published sources? If so, please list relevant sources:

3. May we share your name and address with others pursuing related research?

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