



OUR COMMUNITY | OUR STORY

One-on-One Appointment Request

Date requested: _____

For those who can visit the Research Archives but want more personal research help, we offer One-on-One appointments. For an hourly fee patrons will be guided through our Archives and provided resources for their research by one of our professional collections staff.

SDHC Members: \$25 per hour | Non-Members: \$35 per hour

After receiving appointment request, staff will contact you to complete the appointment. Pre-payment is required before your appointment is confirmed (one hour minimum).

*First Name: _____

*Last Name: _____

*Address: _____

*Phone: _____

*Email: _____

*Requested appointment time and two alternative times (Monday - Friday)

PLEASE ALLOW ONE WEEK'S NOTICE BEFORE REQUESTED APPOINTMENT DATE.

The first appointment time is 1:30; the last appointment start time is 3:30. Please list your date and time preferences below.

1st choice: _____

2nd choice: _____

3rd choice: _____

(more)

***Select the History Center Collection you wish to research: One selection only per research request.**

Document Archives

Photograph Collection

Object Collection *(Due to the extensive resources required to handle and retrieve this type of material, One-on-One access will be limited to museum professionals and researchers who are able to demonstrate that in-person access is required to support substantive research and that the results of that research will be disseminated widely and thoroughly (i.e. through publication or museum exhibitions).*

***What are you looking for?** Please provide as much information as possible including names, dates, and location if known.

***What is the purpose of your research?** Personal research, publication, school paper, business report or project.

At your appointment please bring all relevant information and records that will help you with your research.

*required field

All information provided on this form is confidential.

Yes I want to receive email newsletter updates