

## **FEE SCHEDULE**

**The Jim McMillan Research and Reference Library is operated by the Stevens County Historical Society, a not for profit organization. As such, it operates from donations from the public and grants from public and private sources. In order to operate the library it is necessary to charge fees to help cover its costs. Society members may do personal research for one (1) family without charges, but will need to pay for copies etc.**

**1.** There is a minimum charge of \$10.00 per hour **per person** for research done by individuals. This includes the help provided by library staff in locating materials.

Students doing school assignments may be exempt from basic fee, but will be charged for copies, photographs etc.

**2.** Research done by staff will have a \$15.00 basic fee. Extensive searches could incur additional fees. A handling charge may be applied to cover copies and postage.

The research will be limited to information held in the SCHS library.

**3.** Following is the fee schedule for copies of photographs from the library collection. These copies will be made on the scanner and printed in the library. Copy machine copies will not be made from the photograph collection.

Exact copy – \$20.00

Enlargement – an additional \$10.00

Retouching/repair – an additional \$15.00

**4.** Copier machine copies will be \$.15 each.

**5.** Individuals or organizations doing research for others will use the individual per hour fee.

**6.** Individuals or organizations requesting the use library holdings or photographs for profit or fund raising must negotiate their fee prior to beginning the research. The President of the Society, or designee, shall be the individual to represent the society in this negotiation. The release form for this purpose is located in the Policy and Procedures Manual.

**7.** Library staff will use their discretion in making judgment calls regarding individual situations when using the Fee Schedule.

Approved by the Board of Directors September 2007

## STEVENS COUNTY HISTORICAL SOCIETY

***P.O. Box 25  
700 North Wynne St  
Colville, Washington 99114-0025  
509-684-5968 [schs@ultraplix.com](mailto:schs@ultraplix.com)***

### RESEARCH REQUEST FORM INSTRUCTIONS

The Historical Society provides a service to assist you with historical or family research. We perform research for Stevens County only. Our library provides very good information on area history and other resources for research activity.

Our usual fee for research activity is \$15.00. A small amount of research may not involve a fee. Research includes obituaries, newspaper indexes, area history books, census index, and other manuscripts, indexes & lists.

If photographs are available, laser copies can be provided for \$20.00 per picture. Checks or money orders should be made out to the Stevens County Historical Society. All fees are in US currency.

Please print form on the following page and fill it out as completely as possible...if needed, use back of page. After you have completed the form, send it to the address shown above and at the bottom of the form. Please make sure that you have included your contact information, both a phone number and e-mail address if available, which will be needed if any questions arise.

# RESEARCH FORM

Please fill out as completely as possible.....if needed, use back of page

DATE: \_\_\_\_\_.

NAME OF PLACE OR NAME TO BE RESEARCHED (Maiden Name? Name Americanized? Alternate spellings?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT SPECIFICALLY ARE YOU LOOKING FOR ? (Alternate Spellings) \_\_\_\_\_  
\_\_\_\_\_

DATE THEY LIVED HERE OR DATE OF EVENT AREA, (Northport, Rice, etc) \_\_\_\_\_

OCCUPATION: (AT TIME OF QUERY) \_\_\_\_\_  
\_\_\_\_\_

OTHER FAMILY MEMBERS (spouse, children, etc.) \_\_\_\_\_  
\_\_\_\_\_

OTHER KNOWN FACTS (MILITARY SERVICE, WHERE FROM , LAND OWNER? ANYTHING TO GIVE A CLUE)  
\_\_\_\_\_  
\_\_\_\_\_

WHERE HAVE YOU ALREADY CHECKED? \_\_\_\_\_  
\_\_\_\_\_

WHAT RECORDS ALREADY ACQUIRED? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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REQUESTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_

Please sign your name here: \_\_\_\_\_

Send this completed form along with \$15.00 basic fee (you will be contacted if other fees apply) to:

Stevens County Historical Society

P.O. Box 25

Colville, WA 99114