

**Research Service – Order Form**

Please enter your research details here.

Your Name \_\_\_\_\_

Address \_\_\_\_\_

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E-mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Inquiry Topic \_\_\_\_\_

Please describe your request, including keywords or technical terms.

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When do you require this information? \_\_\_\_\_

Do you prefer to be contacted by e-mail, by phone, or by mail? \_\_\_\_\_

The Booth Library of the Chemung County Historical Society  
415 E. Water St.  
Elmira, NY 14901  
Tel: 607/734-4167 ext. 207  
Fax: 607/734-1565  
E-mail: [archivist@chemungvalleymuseum.org](mailto:archivist@chemungvalleymuseum.org)

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### **Research Service**

Effective June 1, 2004, patrons may access collections at The Booth Library only through our Research Service. Members of the Chemung County Historical Society are provided with up to two hours of research service per year. Members can purchase additional research service hours for \$10.00 per hour. Individuals who are not members of the Society will be charged a research service fee of \$20.00 for the first hour or any part thereof and \$15.00 for each additional hour.

Researchers must pay relevant fees in advance. An estimate of total research time can be determined in the first hour of research and provided to the requestor.

Because we cannot guarantee successful research results in every instance, the research service fee is non-refundable.

### **Copy Fees**

Researchers can obtain photocopies of documents through the mail from indexed collections. Text materials can be duplicated for \$.25 per page plus additional fees for shipping & handling. Scanned images can be acquired at a cost of \$1.00 per image. There will be additional shipping & handling fees for scans sent by CD or flashdrive as opposed to e-mail. The same copy fees apply to members and non-members alike.

Researchers must pay relevant fees in advance. Copy quality cannot be guaranteed and we will not refund fees for illegible copies.

Please complete the form on the reverse side of this document. Make checks payable to: The Chemung County Historical Society (CCHS). Mail requests to The Booth Library, 415 E. Water St., Elmira, NY 14901.

Due to heavy research demand, several weeks may lapse before we are able to address your inquiry. We appreciate your patience.

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