

**PEABODY**



**HISTORICAL SOCIETY  
& MUSEUM**

**Appendix B: Research Request Form**

**RESEARCH REQUEST FORM**

**POLICY & FEES**

**On-site Research:**

The Ruth Hill Library & Archives is open by appointment. To ensure proper assistance, researchers are strongly encouraged to schedule appointments in advance. To make an appointment, contact the Society at 978-977-0514 or at [collections@peabodyhistorical.org](mailto:collections@peabodyhistorical.org). The fee to access the archives is \$10 per day. There is no charge for PHS members, teachers and students.

**Remote Research:**

The Peabody Historical Society and Museum will provide historical or genealogical research services for individuals unable to visit the archives in person. Research requests may be submitted via email, mail, or phone.

*We request an advance payment of \$10 (members) or \$25 (non-members) for a minimum of 1 hour of research. After the first hour, you will be notified if additional time is required. PHS staff will spend a maximum of three hours per request at an hourly rate of \$10 (members) and \$25 (non-members). If more than 3 hours is required, a PHS staff person will contact you to discuss options for completing the research.*

Research requests are fielded in the order in which they are received. Please allow up to 3 weeks for your request to be fulfilled.

**Please complete this form and return it with a check payable to:**

Peabody Historical Society & Museum  
35 Washington Street  
Peabody, MA 01960

Name of Researcher:

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Mailing Address, including City and State:

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Email:

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Phone:

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Peabody Historical Society & Museum  
35 Washington Street, Peabody, MA 01960

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**RESEARCH REQUEST FORM – Page 2 of 2**

Purpose of request (e.g. academic research, genealogy, publication):

Research question (please frame your question clearly, providing specific names, dates, and locations):

Sources previously consulted (in order to avoid duplication of effort and information):

Amount Enclosed: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Signature:

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