

## Research Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ email: \_\_\_\_\_

Submitted by: (circle one) Mail, Phone, Walk-In, Email, Website, Fax

### Request:

*\*Below for Staff Only*

Materials Used: (use back if needed) \_\_\_\_\_

Artifact and Catalog Number: \_\_\_\_\_

Photo	DVD/Video	Object	Newspaper	Periodical
Reference File		Library	Study Collection	Other

Staff action:

Time spent on request: \_\_\_\_\_

Travel \_\_\_ Yes \_\_\_ No Where: \_\_\_\_\_

Invoice \_\_\_ Yes \_\_\_ No Amount \_\_\_\_\_

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

Curator/Librarian (sign off) \_\_\_\_\_

*When complete and signed file in research request file.*