All persons requesting use of the resources of Galveston Historical Foundation’s Preservation Resource Center (PRC) must complete this form. PRC staff provides limited reference service for a fee of $30 per 30 minutes of research for individuals and non-profits and $60 per 30 minutes for media/commercial entities.

Please type or print clearly. The information provided will help staff assist you in your request.

Date ______________ Name ____________________________

Street Address ______________________________________

City/State ____________________________ Zip ____________

Phone ____________________________ Email ____________________________

Subject of Research ____________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________
Purpose of Research (check all that apply)

__ Historical research  __ Literary research  __ Genealogy
__ School Project  __ Dissertation/Thesis  __ Local history
__ Other

Publication Plans (if any)

__ Journal article  __ Newspaper/magazine article  __ Book
__ Film/video  __ Sound recording  __ Exhibit
__ Web page/Internet display  __ N/A
__ Other

By my signature below, I submit my request for research assistance and agree to comply with the regulations set forth above, in order to use material in the custody of Galveston Historical Foundation’s Preservation Resource Center.

Signature _______________________________ Date _______________

FOR ADMINISTRATIVE USE ONLY:

Request filled by ______________________________________

GHF Representative

Date_____________________ Total Time Spent Researching ___________________________

Amount Due__________________ Payment Method:  Cash   Check   Credit Card