



Request taken by: \_\_\_\_\_

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

## Research Request

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Research Fees:

**Active Members . . . . Free first 2 hours, then \$20 / hour**

**Non-members . . . . \$5.00 first 2 hours, then \$25 / hour**

**Photocopies: . . . . . \$0.25**

**The research library and archives are available by appointment.**

We will contact you to schedule the appointment.  
Please list your preferred day and time of appointment.

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

**This form must be completed in order to process your request.**

**Research request: What information do you want to know?**

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**Background information : What information do you already have?**

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Is this request time sensitive? Requests for information can take time to gather, please let us know if you are working within a deadline.

Requests can take anywhere from 5 business days to three weeks.

The Cannon Beach History Center & Museum is a private non-profit 501 (c)(3) organization. These fees allow the museum to preserve the archive collections. Thank you for your interest in the heritage of Cannon Beach and Arch Cape.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Museum Representative: \_\_\_\_\_ Date: \_\_\_\_\_