

## **RESEARCH REQUEST INFORMATION SHEET**

### **Information for Requestor(s):**

Please be specific in making your request so that we can get right to the main point(s) of interest to you. We may have a large body of information or very little. For research we can complete in ten to fifteen minutes there is no charge. If we cannot complete your request quickly, the Ouray County Historical Society's charges are \$10.00 per each ½ hour. Please identify the maximum time for which you are willing to pay, regardless of the end result. There are additional charges for copying and photograph reproduction. Ask to see our price list.

There is an additional license fee per photo for commercial use. (Please see cost sheet.) We ask that you credit the society when using any product acquired from us as is shown below, unless specific written permission from OCHS for another form of credit is given.

OCHS requests that in publications, credit appear adjacent to each image whenever possible. If that is not possible the credit must appear in a visible location. The credit line is to be written "Ouray County Historical Society Collection".

If we have provided you with Zip disks, CDs or negatives they must be returned to the society once your use has been accomplished. If you are simply requesting a copy of one of our photographs for your own personal use, it may not be reproduced by you unless you receive permission from the society and pay the appropriate fee.

A complimentary copy of any publication in which OCHS's pictorial or written materials are utilized should be sent to:

OCHS  
PO Box 151  
Ouray, CO 81427

The Board of Directors and the Executive Director of the Ouray County Historical Society thank you for your interest in the history of Ouray County and also for your interest in exploring the use of or extensive archives.

**RESEARCH REQUEST FORM**

**Declaration of commitment:**

I am prepared to spend a maximum of \$ \_\_\_\_\_ for the research I am requesting below. Please call me if there may be reason to continue the search beyond my request. I will decide whether or not to authorize it and will apprise you of the additional amount of money I am willing to pay.

**Specific request (s):**

If your request has more than one part, please prioritize so that we know what information is most important to you.

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Please list the exact name of person(s), place(s), topic(s) or thing(s)/artifact(s). Dates can help in location information and in the case of persons so can occupation(s), relatives, friends/associates, place of birth and death as well as where buried.

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**Name of Person Making Request(s)** \_\_\_\_\_

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

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**E-Mail Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Date Request Completed and Requestor Contacted:** \_\_\_\_\_

**Name(s) of persons doing the research:**

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*Please send to: OCHS P.O. Box 151, Ouray, CO. 81427, 970-325-4576*

## RESEARCH CENTER COSTS

### A. RESEARCH COSTS:

- Research conducted per Research Request Form \$20.00 per hour

- Scan and reproduce photos(s) on CD:

\$20.00 each photo

\*\*\*\*\*For CD's please provide desired resolution and file extension i.e.: jpg, tiff, psd, etc. \*\*\*\*\*

**\*There will be a \$20 per hour fee for research in locating the requested photo.**

- Scan and reproduce photos(s) on CD: **\$20.00 each photo**

\*\*\*\*\*For CD's please provide desired resolution and file extension i.e.: jpg, tiff, psd, etc. \*\*\*\*\*

### C. LICENSE FEES:

- Commercial License Fees **\$25.00 per photo**  
(This is in addition to the research and reproduction costs)

### D. XEROX COPIES:

-Per sheet **\$0.50**

**Note: Prices subject to change without notice.**