

## Research Policies and Fees

Nashua Historical Society, 5 Abbott Street, Nashua, NH 03064

tel: (603) 883-0015, fax: (603) 889-8515

email: nashuahistorical@comcast.net, website: www.nashuahistoricalsociety.org

The Research Committee is a volunteer based committee, which is dedicated to helping the community with general research on Nashua history and genealogy. The Research Committee uses the resources found within the Society's library and museum.

### Research Services & Fees

For patrons who choose to conduct their own research, there is no charge to use the Society's library. The library is a non-lending library and is open to the public (Tues - Thurs, 10am - 3pm). The patron will be briefly assisted by a Research Member to the proper resource(s) and shown how to properly use the resource(s) available. No new research is conducted after 3pm.

Patrons who are unable to visit the Society need to fill out the Research Request Form and a member of the volunteer Research Committee will be available to provide research service at the following rates:

**First Hour of Research: Free.** However, a \$5.00 minimum donation per request is suggested. Additionally, there is a \$5.00 charge for copies, postage, and fax.

Most research requests fall into this category.

If it is determined that the research request will take longer than one hour, the patron will be notified by a member of the Research Committee.

### Fees After One Hour:

Rates **Members** Research fee \$20.00 per hour. Shipping, postage, copies, fax \$5.00

Rates **Non-Members** Research fee \$40.00 per hour. Shipping, postage, copies, fax \$5.00

**Payment --** After the research is completed, the patron will be invoiced. When the Nashua Historical Society receives payment, the research results will be sent to the patron.

**House Research --** The Research Committee does not conduct research on houses. A brochure can be provided of the various resources available at the Society and at other institutions, so the patron can conduct their own research.

**Image Requests --** The Society offers image reproduction services for non-profit/personal use as well as for commercial use. There is a separate fee for image requests. Please see the Society's Image Reproduction Application Forms - they are available on the Society's website listed above.



**If On-Line:**

Request No. \_\_\_\_\_

1. Print out the form.
2. Fill in all the questions.
3. Mail to Nashua Historical Society

5 Abbott Street

Nashua, NH 03064

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Email: nashuahistorical@comcast.net

## Research Request

This form is used for Nashua history, genealogy, and image requests. The requestor will be notified before any possible charges are incurred.

Requested By: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

State the Request: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Intended Use of Materials:

Educational: Exhibit, Genealogy, Presentation/Lecture, Publication, Schools

Other: \_\_\_\_\_

\_\_\_\_\_

*I have read the statements on this form and hereby acknowledge that all images, materials, documents, and other information made available to me by The Nashua Historical Society at any time in connection with this Research Request, are made available without representation or warranty of any kind, whether express, implied, or statutory, as to the accuracy and completeness of such materials, documents, or other information, including as to copyright ownership or infringement. I also assume sole responsibility for infringement of copyright, or other rights pertaining to this material, and I hereby indemnify and hold harmless The Nashua Historical Society against all suits, claims, actions, and expenses (including attorney's fees) arising out of my use of the materials. I will credit materials used as described herein.*

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Provision of research results from the collection of The Nashua Historical Society is governed by the foregoing policy. The completion of this order form does not imply clearance of any copyright restrictions other than those vested in The Nashua Historical Society. It is the responsibility of the party using the images from the collection of The Nashua Historical Society to ascertain and clear all copyright restrictions.

\_\_\_\_\_  
Requester signature or typed name

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

\_\_\_\_\_  
The Nashua Historical Society Representative

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

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#### For Staff Use

Request received by: \_\_\_\_\_

Via: \_\_\_\_\_

Assigned to: \_\_\_\_\_

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

Completed by: \_\_\_\_\_

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