Kentucky Historical Society

Special Collections Reference Services 100 W. Broadway • Frankfort, KY 40601 502-564-1792 • (fax) 502-564-0475 • history.ky.gov

Special Collections Reference Request

Please provide your contact information, a brief description of your research project, and a narrow, specific request in the spaces provided below. Special collections staff can only make brief searches for specific items or information. For more in-depth research, consider hiring a professional researcher, or plan a visit to KHS.

| Name: | |
|-----------------|--|
| Company/Org.: | |
| Address: | |
| City/State/Zip: | |
| Telephone: | |
| Fax: | |
| Email: | |

Project Description (optional):

Search Request:

Allow a minimum of two weeks for a response. Submit a copy of this form with the **non-refundable*** **processing fee of \$5.00 for in-state researchers,** or **\$12.00 for those living out-of-state**, and a self-addressed stamped envelope to the address above.

*Payment may be refunded for requests that are beyond the scope of this service, prior to any searching.

Special Collections Photocopies

The processing fee includes up to five letter/legal photocopies from finding aids, transcripts, facsimiles, or other surrogates. Additional copies, copies made from original or oversized items, and photo reproductions are not included in the processing fee and will be billed with the reply. Some materials may not be copied because of their fragile nature or format. When photocopies are unavailable, digital scans may be provided for reference or selection, at a cost of \$10.00 per image (see <u>Imaging Services</u>). Staff cannot copy materials in violation of U.S. copyright law.

| Copies not covered in Reference F | Letter/Legal | 11 x 17 | |
|--|--|---------|--|
| Additional (over 5) copies from findin | \$0.50 | \$1.50 | |
| Copies made from original materials | \$1.00 | \$2.00 | |
| Maps & large format: | \$2.00/ft. (length) x 36" wide (round up to next foot) + \$3.00 postage. | | |

There will be a \$10.00 service fee when more than 50 copies are requested (and for every 50 copies thereafter).

Connections. Perspective. Inspiration.