

Research Request Form



Antique Boat Museum
Lou Smith Library and Marion Clayton Link Archives
750 Mary Street
Clayton, New York 13624
Phone: 315.686.4104
Fax: 315.686.2775

Date: _____

Received by: _____

Services and Fees:

- To submit a research request, complete this form and fax, mail, or email it to the Museum at the address above. Staff will contact when the material has been located to review your options for receiving the information.
- Your request may take several weeks to complete. If receipt of your request has not been acknowledged after several weeks, please contact the Museum or resubmit your request.
- Payment must be received before the material will be shipped. Fees apply whether you submit a research request by mail/email or in person. Proceeds received from research fees help defray the costs associated with maintaining the Museum's archival and library collections.
- Material is for personal reference use only. Requests for publishing material should be made in writing to the Antique Boat Museum Library and Archives at the address above. The user of this material assumes all responsibility for issues of copyright and for securing copyright clearance.

Researcher Contact Information:

Name: _____

Address: _____

Email: _____

Phone: _____

Research Request:

Please outline your request in as much detail as possible:

Boat:

Manufacturer:

Designer:

Year:

Hull No.:

Length:

Beam:

Model:

Name (include previous):

Previous Owner(s):

Motor:

Inboard or Outboard

Manufacturer:

Year:

Serial No.:

Horsepower:

Cylinders:

Other Information:

Information requested:

Fee Schedule:

Checks should be made payable to **Antique Boat Museum Library and Archives**.
Payment by credit card is accepted by phone only, for your security.

Member Fee: \$25 for first hour of research
 \$15 for each additional hour
Non-Member Fee: \$30 for first hour of research
 \$20 for each additional hour

Copying:

Letter-size photocopy: \$1/page
Legal-size photocopy: \$1.50/page
Ledger-size photocopy: \$2/page

Scanning: \$5/page
(scanning is done at high-resolution 300 dpi unless otherwise requested)

Digital photography: \$10/image

Image Reproduction:

Images are generally printed on high quality gloss or semi-gloss photo paper depending on Museum stock and availability.

5"x7": \$25
8"x10": \$30
11"x17": \$35
Larger than 11"x17": contact for quotation and stock availability. Images larger than 11"x17" are printed using UV resistant ink.
CD: \$20/disk

Postage and Handling: (within the United States)

Care will be taken to see that the images and information sent to you arrives as it left the Museum! Requests are packaged in bend-resistant flats and will usually arrive to you via the United States Postal Service. Contact staff for cost of mailing outside of the United States.

1 to 10 pages: \$10
11 to 25 pages: \$20
26+ pages: \$30
CD: \$10

Total Research Fee: _____

Research Completed by: _____ Date: _____

Payment Received by: _____ Date: _____

Information Sent by: _____ Date: _____