

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 x237
Fax: 315.686.2775
Email: bhartle@abm.org

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.
- Deposit must be received **before** the research can begin. Full payment must be received before materials are emailed or sent. 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.

A flat rate of \$10 will be charged as deposit before research begins. It is non-refundable whether the information you are requesting can be found or not. If research goes over 30 minutes the following will be charged as standard research fees:

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

Please note that if you are charged our standard research fees, the initial \$10 deposit will be offset. (e.g. If a member pays the \$10 deposit and research lasts for one hour, they would only be responsible for the remaining \$15)

For a Gar Wood Production Verification Certificate, there will be a flat rate of \$50.

If you are asking for an entire *Matthews* file, there will be a flat rate of \$50.

Please call or email the library if you have questions regarding research fees.

For paper copies or high quality image reproduction please contact the library for prices

For mailing via USPS please contact library for postage prices. (Email is at no extra cost)

Total Research Fee: _____

Research Completed by: _____ Date: _____

Payment Received by: _____ Date: _____

Information Sent by: _____ Date: _____