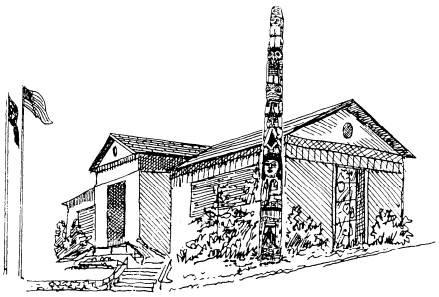

JUNEAU-DOUGLAS CITY MUSEUM
RESEARCH REQUEST FORM

155 SOUTH SEWARD STREET
JUNEAU, AK 99801
LOCATED AT 4TH AND MAIN
(907) 586-3572
FAX: (907) 586-4512

Research Policies and Procedures at the Juneau-Douglas City Museum

The Juneau-Douglas City Museum has extensive collections of objects, photographs, and research items pertaining to the Juneau and Douglas area. The museum welcomes public access to its valuable historical material and welcomes personal and professional research with the following guidelines:

Walk-in Research will be limited to available material at the front desk with help from a volunteer and, as available, museum staff. Walk-in researchers will be given a people finder sheet to help them use available front desk and online research options and if requested the Curator of Collections, business card.

Research Library and Collections Appointments must be made two-weeks in advance, this allows staff time to research, select, and pull requested items. To request an appointment, please fill out the information below as carefully as possible so that we can best assist your request. The Curator of Collections will contact you to schedule an appointment.

Research Requests by phone, mail and email will provide a first response with basic information about our research procedures, including our fees. Depending on the type of request, museum staff will respond within two-weeks of receipt of request.

Reproduction and publication of all materials are subject to image reproduction fees and guide lines and must be approved by Museum staff in advance. Research assistance from Juneau-Douglas City Museum staff is free for the first 15 minutes, after 15 minutes, a charge of $35/hour is required. Research requests in advance of a two-week notice will be charged $45 plus hourly research fee.

Name:	Date of request:
Address:	
Phone contact:	
Email:	Taken by:
Who referred you to our museum?	

What information are you looking for from the Juneau-Douglas City Museum Collections and Research Library? Be as specific as possible with names, dates, locations; tell us what you know.