

STAFF USE – DO NOT WRITE IN THIS BOX

ATTN: Archives/Museum Staff  
Munster Historical Society  
1005 Ridge Road  
Munster, IN 46321  
curator@munsterhistory.org

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## Research/Reference Initial Request Form

### Archives Reference Request Form

The Munster Historical Society accepts reference questions and research requests by conventional mail and email. Requests are answered in the order received and a response may take several weeks. Volunteer staff members **cannot** undertake extensive research but will, within reasonable limits, provide information from or about the archives holdings. Permission to access the Munster Historical Society's archives or museum may be granted under special circumstances and **only** if a volunteer supervisor is available/agreeable to provide assistance. Please use the form below to send your request via mail or email address above.

#### Patron Contact Information – Please print legibly

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

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

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

#### Research/Reference Subject:

\_\_\_\_\_

#### Research/Reference Purpose: (Genealogy, School Project, Publication, Documentary, etc.)

\_\_\_\_\_

#### Provide pertinent details of research/reference request/project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates/Times Requested: \_\_\_\_\_

**I agree to utilize the above stated research/references in a professional, factual, and respectful manner and to give appropriate credit to the Munster Historical Society. If a publication or presentation results from research provided above, I agree to present, at no charge, an informational program on a mutually agreeable date at a monthly meeting of the Munster Historical Society (held in the evening on the fourth Thursday of the month).**

\_\_\_\_\_  
Requester's Signature

\_\_\_\_\_  
Archives/Museum Staff Approval Signature