

Historic Shepherdstown Archives Research

Research by mail or phone

Basic Research and photocopying (up to 10 copies)	\$20.00
Postage, Handling	\$5.00
Total - Paid in Advance	\$25.00

The HSC Administrator will respond to requesters within 24-48 hours, letting them know that their request will be referred to a volunteer genealogist and that fees may be involved.

Research is conducted by Historic Shepherdstown's experienced volunteer genealogists, who will provide up to 3 hours of research per inquiry. Research includes Historic Shepherdstown's own collection, not off-site research. If your inquiry will require more than 3 hours, additional research is \$15 per hour. You will be notified in advance of any additional charges.

- The research fee Includes up to 10 photocopies or 2 photographs (high-resolution scanned copies) of research material.
- Additional photocopies are 25¢; again, you will be notified of additional costs.

Research fees are waived for Historic Shepherdstown members.

Full payment of all charges is required before any research is undertaken.

Please mail your check to Historic Shepherdstown, P. O. Box 1786, Shepherdstown, WV 25443. You may also pay via PayPal at http://historicshepherdstown.com/make_a_payment.htm.

In-Person Research - by appointment only - (304) 876-0910

Basic Research and photocopying (up to 10 copies)	\$20.00
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- The research fee Includes up to 10 photocopies or 2 photographs (high-resolution scanned copies) of research material.
- Additional photocopies are 25¢.

Research fees are waived for Historic Shepherdstown members.

You must agree to the following and print and sign your name below:

I agree to indemnify and hold harmless Historic Shepherdstown from any and all claims of infringement of copyright resulting from publication of any and all images and documents requested and received by you for usage in print and all other media. Historic Shepherdstown must be credited as holder of copies of any images or text document received by you as "From the Archives of Historic Shepherdstown, Shepherdstown, WV."

Name (please print)

Signature