

Research Request Policies and Procedures for Williamson County Historical Museum

Research Services and Fees

At this time, WCHM cannot accommodate on-site research requests. However, a fee-based collections research service is available. Fees are calculated at the hourly rate of **\$35.00 per hour** charged by the half hour after an initial **free** 30 minutes. Photocopies are **20 cents per sheet**.

Requests for information should be as specific as possible. Museum staff will make a search of the holdings in response to inquiries. Response time depends on the complexity of the subject matter. Routine research inquiries and photocopy requests will normally be completed within 2 weeks. For other requests, the Museum staff will provide an estimate of the research time needed. This estimate is subject to revision.

Any person or entity requesting research services will hold harmless the Williamson County Historical Museum, staff, and volunteers from any legal claims or damages arising from or out of any information provided as a result of the Museum's research service.

The WCHM makes no warranties or guarantees either expressed or implied concerning the accuracy or authenticity of information from current books, periodicals, magazines, or other source material, which is allegedly based on historical research; or the accuracy of information as published in original journals, magazines, catalogs, or other source material used to supply the requested information.

Payment

The WCHM will provide an invoice for the total amount due, which *must* be paid *before* we can ship research materials. We accept check or money order for the exact amount made payable to "**Williamson County Historical Museum.**" If you would like to pay by credit card, please call our office at 512-943-1670 for assistance.

Research Requests

To make arrangements for research services, fill out the Research Request Form in Word format or PDF format. You can email the form to Lisa Worley, Curator, at lworley@wilco.org or mail it to WCHM, 716 S. Austin Ave., Georgetown, Texas, 78626.

WILLIAMSON COUNTY HISTORICAL MUSEUM

716 S. Austin Ave.
Georgetown, TX 78626
512-943-1670
www.wchm-tx.org

Research Request

Date: _____

Contact Information:

Name: _____

Address: _____

Home phone: _____ Other phone: _____

Email address: _____

I accept the terms stated pertaining to research requests to the WCHM.

_____ Yes _____ No

Request information should be as specific as possible.

What information are you looking for?

What information do you already have?

Please allow up to **four weeks** to process your request. Please email this form to Lisa E. Worley, Museum Curator, at lworley@wilco.org, or mail to the Museum at the address above.