

# Research at the Library & Archives

## Visiting the Library & Archives in person

The Library & Archives is open to the public at no charge on Wednesdays from 10 a.m. to 12:30 p.m. and 1 p.m. to 4 p.m. Staff is happy to assist you with your research while you are on site. If you plan to visit us during our public hours, it is **highly recommended** that you submit a completed Research Request Form (available at <http://greenwichhistory.org/access>) at least a week in advance and note the date you expect to visit. This will help us to make your visit more productive.

## Remote Research Requests (if you do not visit the Library & Archives in person)

**Step 1:** Complete a Research Request Form (available at <http://greenwichhistory.org/access>)

**Step 2:** After your completed research request form is reviewed, you will be contacted with an estimated research time, the estimated research service fee and an estimated response time. The following descriptions will help you to understand our time estimates

Estimated research time: The time (in full hour increments) that the researcher believes will be required to address your research inquiry.

Estimated response time: The time between your initial inquiry and when you will receive the results of our research efforts. Estimated response times are currently between 6 and 8 weeks.

**Step 3:** All research requests are assigned a queue number when a complete research request form and any applicable payments have been received in full. Payment can be made by check (payable to *Greenwich Historical Society*) or credit card (contact us by telephone at 203-869-6899 with card information).

**Step 4:** You will receive a response that indicates which collections/resources were consulted and relevant information that was found.

In some instances, the researcher may determine that more than the estimated research time will be required. The researcher will give you an update on the collections/resources that have been consulted so far and discuss possible or suggested next steps. Additional time will not be devoted to the request before your approval is given and additional research service fees have been collected.

## Fees for Remote Research Services

Research questions that can be answered completely in 15 minutes or less are free

Hourly rate for research services (charged in full hour increments) – includes up to 10 photocopies or low-resolution, watermarked image files related to your research inquiry

Members: \$25\*      Non-members: \$35

\* Hourly rates for members do not apply until a completed membership application and membership payment has been received.

*Please note that payment of a research service fee supports a best effort by staff to determine if an answer to your question(s) can be found in our collections. It does not guarantee that you will receive the requested information.*