

# Visiting the Library and Archives

The Library and Archives is currently open Wednesdays 10 a.m. to 4 p.m. and by appointment.

To help us make your visit more productive, please contact the archives at least 24 hours before your visit and let us know about your research interests. This will help us to retrieve relevant collection material in anticipation of your arrival.

## Research Requests

We are happy to assist you with your research questions and will attempt to find relevant information in the library and archival collections.

**Greenwich Historical Society does not receive funding from the Town of Greenwich for the programs, events, and services it provides.** It is an independent, 501(c)(3) nonprofit organization supported through the generosity of donors who value the history of Greenwich and through membership, admission and other fees.

There is a flat research fee of \$25 for all requests

Pre-payment by credit card or check is required (check should be made out to "Greenwich Historical Society"). Research will begin after payment in full is received.

We receive many research requests and have limited staffing. Please allow up to 3 weeks for a response.

The research fee supports the staff time dedicated to determining what (if any) information relevant to your question(s) can be found in the Historical Society's collections and then compiling and sharing this information with you. We will work to find useful information, however there are times when it will not be available in our collection material.

**Please note that the research fee is non-refundable. The fee supports the 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.**