**Research Request Form**

Cambridge Museum is delighted to share information and photographs from our Collection with our local and wider community. If you haven’t found what you are looking for on our website or using our research guides, we are happy to help.

**Request process:**

1. Send a research request using the form below.
2. The first half hour is free and thereafter $15.00 per 30 mins. We will send you an email once we have done the first half-hour research.
3. Please pay the research fee. EITHER pay by Internet Banking to Westpac Bank 03 1568 0041635 01 (include your name. OR call in to the museum to pay (cash only).

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date ordered |  |
| Company |  | Date required |  |
| Department |  | Cash  | Bank Transfer |
| Address |  | Invoice | Other |
| City |  | Postcode  | Purchase order number: |
| Phone |  |  |  |
| Email |  |  |  |

Research request: Please include details of people and places that are of interest.

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|  |

What have you tried already?

|  |  |  |
| --- | --- | --- |
|  | Asked family members |  |
|   | Searched through personal information |  |
|  | Searched on the internet |  |
|  | Searched Papers Past |  |

|  |  |
| --- | --- |
| I am prepared to pay for this research  | Yes / No (please circle your response) |

**Privacy Statement**

By completing and submitting this form, you are providing Cambridge Museum and Historical Society with personal information. Your personal information and any other information that you provide to Cambridge Museum and Historical Society will be held by the Cambridge Museum, unless you request otherwise. The information will be kept in case you follow up on your original enquiry, and so we have a good pool of data to assist with planning our services. You have rights of access to, and correction of, your personal information, in accordance with the Privacy Act 2020. Please address all such requests in writing to: Museum Administrator, Cambridge Museum, The Courthouse, 24 Victoria Street, Cambridge 3434, or email admin@cambridgemuseum.org.nz. Visit our website to read our full Privacy Policy.

OFFICE USE ONLY

RESOURCES:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Card Index |  | Archives |  | Burial Records |  |
| Vertical files |  | Indices |  | Digital Records |  |
| Research files |  | Newspapers |  | Photos |  |
| Vernon |  | Websites |  | Other |  |
| Books |  | Maps |  |  |  |

Notes:

PROCESSING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Processing |  | Order processed |  | Invoice required |  |
| Postage/Courier |  | Work completed |  | Invoice Number |  |
| Search fee |  | Receipt |  | Completed |  |
| Rush fee |  | Despatched |  |  |  |
|  |  | TOTAL (inc GST) |  |  |  |