

Research Policy

Decisions about access to the collection are guided by the mission of Greater West Bloomfield Historical Society and our Research Policy. Researcher privileges are granted to all visitors, subject to the following guidelines.

Procedures:

1. Fill out the "Research Request Form" on the following page and email it to research@gwbhs.org or mail it to the Orchard Lake Museum (3951 Orchard Lake Rd., Orchard Lake, MI 48323).
You can also fill out our "[Research Request Google Form](#)" online.
2. You will be contacted when your initial Research Request Form has been processed. It may take up to 7 days for your request to be processed. At this time, GWBHS may collect additional information to complete your request, charge a Research Fee, or set up an appointment for you to view requested research materials.
3. Appointments are strongly encouraged to be scheduled during an Open House of the Orchard Lake Museum, which take place on the 1st/2nd/4th/5th Sundays & 3rd Fridays 1:00 M to 4:00 PM.

Care and Preservation:

1. No food, beverages, or chewing gum permitted during Research Appointments.
2. Use only pencils during Research Appointments. No pens or markers will be permitted.
3. For both the safety of the object and the researcher, you may be asked to wear gloves when handling objects. All materials must be kept on the surface of the table.

Reproduction and Use:

1. Reproduction of archival items will be made in accordance with the Copyright Law. Greater West Bloomfield Historical Society reserves the right to refuse to copy materials that may be damaged in the process.
2. Items copied or photographed are to be used for private study or scholarship.
3. Use of provided GWBHS photos and scans must include credit wording "Photo courtesy of Greater West Bloomfield Historical Society".

Research Fees:

Greater West Bloomfield Reserves the right to charge the following Research Fees as applicable. These fees support the care and maintenance of our collection. Checks and cash are accepted on site. Card payments are made through PayPal.

Consultation Fees	Project design, scope, and focus @ \$30.00 per hour
Copy Fees	Printed Copy (black and white) @ \$0.25 per page Printed Copy (color) @ \$1.00 per page Digital Copy (300-1200 dpi) @ \$25.00 per image/scan
Appointment Fees	Appointment during open hours @ \$20.00 per hour First hour during closed hours @ \$30.00 per hour Additional hours during closed hours @ \$50.00 per hour

Orchard Lake Museum, 3951 Orchard Lake Road, Orchard Lake, MI 48323 | WWW.GWBHS.ORG | CONTACT@GWBHS.ORG | 248.757.2451



Greater West Bloomfield Historical Society is a 501(c)3 organization open to all.
Open: 1st/2nd/4th/5th Sundays & 3rd Fridays 1:00-4:00 PM
Closed: Holiday Weekends & When a GWBHS Program is Elsewhere
Research Opportunities by Appointment



Research Request Form

Greater West Bloomfield Historical Society welcomes access to our collection files for teaching, research, analysis, publication, exhibition, and artistic endeavors. In order to better serve your research needs, please be as detailed as possible when describing your request.

Date of Request:	Date Required (if applicable) :
REQUESTOR CONTACT INFORMATION	
Name:	Phone Number:
Mailing Address:	
Email Address:	
Are you a member of GWBHS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
REASON FOR REQUEST	
<input type="checkbox"/> Personal Research <input type="checkbox"/> Scholarly Research <input type="checkbox"/> General Interest <input type="checkbox"/> Genealogical <input type="checkbox"/> Other	
DETAILS OF REQUEST	
Organizations/People/Family Names of Interest:	
Time Period/Year(s):	
Relevant Locations (Home/Farm/Business & Street/Town/City):	
Specific Object(s) of Interest:	
Tell us more about what you are looking for:	

By signing this document, you acknowledge that you have read and agreed to abide by the collection access guidelines in the Research Policy and understand that you are responsible for all applicable research fees.

Name (printed) :

Date:

Signature:

GWBHS OFFICE USE ONLY:			
<input type="checkbox"/> REQUEST RECEIVED	<input type="checkbox"/> REQUESTOR CONTACTED	<input type="checkbox"/> PAYMENT RECEIVED	<input type="checkbox"/> REQUEST COMPLETE