

RESEARCH REQUESTS AND COLLECTION ENQUIRIES INFORMATION

The Bendigo Historical Society Inc. undertakes research in response to written enquiries. We also provide access to items held in our Collection by prior arrangement.

Research

1. **Initial fee**, payable in advance for a **single name or event look up in our own records and a brief written report**. The time spent on research for this initial charge will be no more than one hour and the report will be sent to an email address. Fee: \$15.00
2. If you require the report to be sent by post, postage and handling fees will apply. (see postage costs page 3.)
3. **Complex research fee** if enquiry involves additional time. Fee: \$30.00 per hour.
4. **Service Fees & Charges** - page 3.

Please return the completed research request form as an attachment to an email to: research@bendigohistory.com (this is our preferred method).

Alternatively you may send the completed research request form via post to:

Bendigo Historical Society Inc.
11 Mackenzie Steet
Bendigo Vic 3550.

On receipt, we will acknowledge we have received your request and allocate you a unique research reference number. We will also advise you the details of how to pay your initial \$15.00 fee and an estimate of when you can expect your request to be completed.

The *initial fee* is required for us to commence work on your request. If the research becomes complex, you will be advised of the estimated additional time needed with a request for payment of further fees. Should you advise that the further work is not required, we will stop the request from proceeding further. Other service fees and charges may apply to your request as detailed on page 3.

Collection enquiries

1. **Initial fee**, payable in advance to view an item held within our Collection. This fee covers retrieval and access services - fee \$15.00. Please contact us by phone or email to arrange an appointment time.
2. If the item is out of copyright and is a book, document, journal article, manuscript, photograph, or a report, we can provide a scanned copy to you via email at no extra charge for a maximum of **20** pages. Additional pages - \$5.00 per 20. If you require the copy to be sent by post, copy fees, postage and handling fees will apply. (see costs page 3.)
3. **Multiple items** - if enquiry involves multiple items, retrieval and access fees: \$30.00 per hour.

RESEARCH REQUEST FORM

Your Details

Your Name:

Address:

Phone:

Email:

I wish to keep my enquiries confidential

Yes/No

My name and enquiry may be used in Bendigo Historical Society publications

Yes/No

My details can be given to others in relation to this enquiry

Yes/No

Preferred method of contact:

Email/Post/Phone

Name or Subject to research:

Other family surnames associated with the family:

Any known dates or date range:

If research is about a house, what is the address and date of address:

If a house, the estimated building era (e.g. Victorian, 1880s etc):

If a business, society, etc, name of the person associated with it:

If a business, date range of association:

Other information that may assist us:

SERVICE FEES & CHARGES

Notes:

1. BHS has a studio set up with adjustable LED lighting for table-top photography.
2. Digital photography – BHS can undertake on behalf of customer or customers may do this themselves using BHS studio facilities.

Original format	Output format	Price A\$ inc. GST
Books, pages, journal articles, manuscripts, photographs, reports	Photocopier	<p><i>Includes service fees such as retrieval</i> B/W A4 & A3 \$3.00 per page Over 10 pages, \$2.00 per page</p> <p>Colour A4 & A3 \$4.00 per page Over 10 pages, \$2.50 per page</p>
2D Pictures, photographs, ephemera, maps, plans & drawings	JPEG or TIFF Customer specifications	<p><i>Includes service fees such as retrieval</i> BHS to undertake on behalf of customer \$35.00 per image</p> <p>If customer uses BHS studio, service fee of \$5.00 per retrieved item applies. Studio booking fee: \$10 per hour.</p>
3D objects	JPEG or TIFF Customer specifications	<p><i>Includes service fee such as retrieval</i> BHS to undertake on behalf of customer, \$35.00 per image</p> <p>If customer uses BHS studio, service fee of \$5.00 per retrieved item applies. Studio booking fee: \$10 per hour.</p>

Delivery fees (copies will only be dispatched when full payment has been made)

Location	Method	Price A\$
All locations	File download	Free
Australian states including Victoria	Australia Post (standard)	\$10.00
Australian states including Victoria	Australia Post (express)	\$18.00
International	Australia Post (standard)	\$30.00

Note: All Prices are subject to change without notification.