

**Special Collections & Archives**  
**Research Services Request Form**

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Name

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Company / Organization

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Address (Street) (City) (State) (Zip)

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Email Telephone

Research Request: (Please be as specific as possible)

Estimated time required to fulfill request:

What is the maximum fee you are willing to pay for research services?  
(Please note research fees are charged in 15-minute increments and do not include reproductions)

## Regulations Regarding Research Services

1. Special Collections & Archives is open and freely available for research during scheduled business hours by in-person users. Research in Special Collections & Archives is the responsibility of the user.
2. Special Collections & Archives staff may conduct up to 30 minutes of research on behalf of a user with no fee. After 30 minutes, fees apply as set in the Special Collections & Archives Fee Schedule and in University Policy 608: *Library Special Collections & Archives Reproduction, Use License, and Research Requests*.
3. Research fees will not be charged to other Utah Tech departments or entities for official Utah Tech business, but research requests should not exceed 30 minutes of Special Collections & Archives staff time. Requests in excess of 30 minutes, but not exceeding 3.5 hours, will be fulfilled as workflows allow.
4. Rush orders are not accepted. All research requests will be processed as they are received, and will be completed at staff's availability.
5. Fees are charged regardless of whether the information sought was obtained.
6. All research requests are at the discretion of the Head of Special Collections & Archives.
7. Research service fees are independent of one-time reproduction and use licensing fees. If reproductions are necessary to fulfil a research request, there will be additional fees.

I have read the above "Regulations Regarding Research Services" governing the use of Special Collections & Archives at Utah Tech University. I understand the regulations and agree to comply with them. I further understand that failure to comply with any of the regulations may result in the denial of the use of Special Collections & Archives materials and the withdrawal of my research privileges.

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Signature

Date