

NANTICOKE HISTORICAL SOCIETY

Samantha Mill House
495 East Main Street
Nanticoke, Pennsylvania 18634
570-258-1367

HISTORICAL RESEARCH / PHOTO REQUEST

We appreciate your interest in the Nanticoke Historical Society research service. Our dedicated volunteer researchers are ready to assist you. We have an extensive archive of books, photographs (i.e., cemeteries, churches, businesses both large and small, buildings and homes, schools and sports, bars and saloons, coal mining-related) and correspondence and news clippings related to the City of Nanticoke and the immediate area to draw on when answering your question(s). We can provide, if available, a copy of a photograph of a person, place, or thing or an interesting anecdote that adds meaning to your family history. We may even uncover a skeleton or two. Please use the attached **HISTORICAL RESEARCH / PHOTO REQUEST FORM**.

Pricing

Our pricing structure is based on time, materials used, copies made, and postal fees. We accept personal checks or money orders only. Please make your check or money order payable to the *Nanticoke Historical Society*. This fee must accompany the written research request.

- Members: The initial hour of research and consultation fee is *thirty-five dollars* (\$35.00) with a flat rate of *twenty-five dollars* (\$25.00) for each additional hour.
- Non-Members: The initial hour of research and consultation fee is *fifty dollars* (\$50.00) with a flat rate of *thirty-five dollars* (\$35.00) for each additional hour.
- Members and non-members agree on additional research hours and the estimated price before further research is conducted.

The initial consult fee includes one hour of research and up to four (4) pages of photocopies. Additional Charges: shipping and handling for photographs and additional pages at market rate. You will be contacted if the request requires more than one hour of research. This consultation determines the next steps, including a price estimation. As time is the most critical factor in pricing, change-orders requested during the research process will lead to additional expenses.

Process

Your **Historical Research / Photo Request** form is processed on a first-come-first-served basis. The form is given a tracking number and entered into the queue. A volunteer reviews the information you provided to understand the required work and begins searching for information in our archive. You can speed the process by clearly and concisely describing the research requested. Please also tell us what search services you have used to this point, specifically if you used Ancestry.com, Newspapers.com, Wikipedia, etc., and the results to date. You should receive completed research within four to six weeks based on the work required to respond to your request and our other research projects.

Expectations

You can expect from us dedication and personal service along with the best information that our archive has to offer.

Again, thank you for your interest.

Have an Historical Day!

Your Friends at the Nanticoke Historical Society.

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Please print your responses. Complete the following clearly and concisely.

Requester Name: _____
Address: _____
City/State/Zip: _____
Email: _____ **Phone:** _____

Describe your Research/Photo Request: _____

Family Name/Subject Name (Include all known spellings): _____
Attach a separate sheet providing the following: Information you already have about this person/family; pertinent time period or dates; pertinent family information (i.e., parents, children, siblings, spouse, etc.); information that would help the research.

Sources That You Have Used:

Please check the following sources that you have used.

____ Ancestry.com ____ Newspapers.com ____ Findagrave.com
____ Wikipedia ____ Other (Please list) _____

Terms and Conditions

The Nanticoke Historical Society is a 501(c)(3) tax-exempt non-profit 509(a)(2) public charity. However, the fee(s) that you pay for research are not tax deductible. A fee or fees paid are non-refundable. The Nanticoke Historical Society makes every effort to provide the best information available from our archive but may not meet requestor expectations due to gaps in our records or the requestor's framing of the original request. By signing this request, you agree to the terms and conditions.

Signature: _____ Date: _____

For office use only

Research Request Tracking # _____