



To request information about objects in the Museum Collections, please complete and submit this form by email (museum_dept@mdhs.org), fax (410-385-2105), or mail (Museum Division, Maryland Historical Society, 201 W. Monument Street, Baltimore, MD 21201).

I am requesting: **Item ID(s)** for Right & Reproduction Request Object **research**
 To **view** an object

Name/Title: _____

E-mail: _____ Telephone: _____

Address: _____

Currently a member of the Maryland Historical Society. Member #: _____

Reason for Inquiry (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> General Interest | <input type="checkbox"/> Loan Request |
| <input type="checkbox"/> Family Research | <input type="checkbox"/> Media Interest |
| <input type="checkbox"/> Scholarly Research | <input type="checkbox"/> Other _____ |

Please briefly describe the objects in which you are interested. If known, please include the object name or title, accession number or estimated donation year, maker, date, donor, name of owner or painting subject:



Research and viewing requests are handled in the order in which they are received and response time is approximately 10 business days. Expedited (5 business days) requests may be possible depending on staff availability with a charge of 100% added to the normal research or viewing fees.

Information about an Object

MAKING REQUESTS

For information about or research regarding an object in the MdHS collection, please fill out the Museum Request form and either email it to museum_dept@mdhs.org, fax it to 410-385-2105, or mail it to:

Museum Division, Research Request
Maryland Historical Society
201 W. Monument Street
Baltimore, MD 21201

FEES

The first half hour of research is free. This is often an adequate amount of time for Object ID requests. You will be contacted with the results of that half hour of research. If you request additional research, it will be billed at the rates stated below. There is a minimum charge of an hour. Please be aware that research is not always successful. Despite diligent efforts by the staff, the information you seek simply may not be available. No refunds will be made.

Members – \$40 per hour
Non-members - \$50 per hour

We accept checks, Visa, MasterCard, Discover or money orders.

View an Object

MAKING REQUESTS

To view an object in the MdHS collection, please fill out the Museum Request form and either email it to museum_dept@mdhs.org or mail it to:

Museum Division, Research Request
Maryland Historical Society
201 W. Monument Street
Baltimore, MD 21201

All requests to view an object need to be made a minimum of three weeks in advance of your desired appointment date and are approved based on the availability of staff. The maximum number of objects viewed per visit will be determined by the staff after the request has been received. Viewing appointments last no more than 30 minutes.

FEES

Members – \$40 per visit, *members receive one appointment at no charge per year*
Non-members - \$50 per appointment

We accept checks, Visa, MasterCard, Discover or money orders.