



**MUSWELLBROOK SHIRE LOCAL & FAMILY  
HISTORY SOCIETY Inc**  
**ABN 34-631-778-680**  
**(Founded 11<sup>th</sup> June 1958)**  
**PO BOX 450**  
**MUSWELLBROOK NSW 2333**

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### **RESEARCH INQUIRY**

The Society thanks you for your inquiry concerning a family connected with, or the general history of this area and we hope to answer all queries raised. The amount of information we can provide varies from subject to subject, but all requests for information take a considerable amount of time to research. In the past we have had no set charges but relied on the generosity of patrons to reimburse us for time and expenses incurred in answering their research requests. There is now a considerable interest in family and local history and answering inquiries has placed a considerable burden on the society's resources. With this increase in work load/expense we were forced to adopt a set of charges, which are invoiced to the inquirer along with the reply to their inquiries. Unfortunately not all people saw fit to pay the small amounts for their information, so this has forced us to implement the "Money First" policy below. We trust you will understand the reason for this.

### **RESEARCH FEES**

1. Initial research is free to Financial Members of the Society. You may join the Society for an annual fee of **\$25.00 single** or **\$35.00 double**. Pensioner's **\$15.00 single** or **\$25.00 double**. Also a one-off joining fee of **\$5.00** applies.
2. Members undertaking research at the Society's Cottage in person have free access. Non-members are charged **\$7.00 per session**.
3. Members making mail inquiry's from outside the local area are allowed 2 hours free research by the Research Officer in any financial year, thereafter **\$10.00 per hour**. Non-member mail inquiries are **\$12.50 per hour**.
4. Our Commercial fee is **\$25.00 per hour**.
5. If there is extensive photocopying **25 cents per A4 page** and **40 cents per A3 page**
6. If the cottage has to be opened by appointment a charge of **\$10.00 applies plus the research fee as above**.
7. **Charges for the use of the Microfilm Reader/Printer**  
Non Members: **\$12.50 per hour** (Pro rata if less than an hour) **plus printing**. Members: **\$1.00 per hour plus printing**. **Printing**: Non Members: **A4 - \$1.00** or **A3 - \$2.00 per page**. Members: **A4 - 50c** or **A3 - \$1.00 per page**.
8. **Photos - \$5.00** for the first one (6x4) & **\$2.00** for each one after that in the same order.

When requesting research please provide as much information as possible including years where possible. This makes the job much easier and may assist us in answering your inquiry in a shorter and less costly time.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Information required: \_\_\_\_\_

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Please use the back or attach a separate sheet if more space is required.

I authorise the Muswellbrook Shire Local & Family History Society Inc to pass on my name & address to persons researching the same family names as listed above.

**Yes / No**

Signature and Date: \_\_\_\_\_