



www.SequimMuseum.com

## Museum & Arts Center Research Request

Volunteer researchers are available by appointment only. Please e-mail your research request to [SequimMuseum@olyphen.com](mailto:SequimMuseum@olyphen.com). Our Library is located in the Museum Administration Center at 544 North Sequim Avenue in Sequim, Washington. You may also mail it to the following address:

Museum & Arts Center  
175 W. Cedar St.  
Sequim, WA 98382

Mailing/e-mailing a request gives our researchers more time to search our archives and the un-catalogued materials for information on your subject. After a volunteer research assistant has completed your request, they will contact you by phone or e-mail to recap the search results. You may then set an appointment time to view the materials.

How do we find information? We have a museum software database in use by more than 1,000 Museums across the country. The PastPerfect® database has records on every photograph, book, and artifact in the Museum collections. The Vollenweider Archives consists of unpublished material catalogued since 2004. The Photo Archives contains more than 7,000 photographs. There is a large collection of both published and non-published material in our Whatton Library Files. This information is being catalogued and added to the database when volunteer help is available.

We can provide copies of photographs from our Photo Archives for one-time, noncommercial use. We do not allow copies of photos to be made on copy machines or leave the building. There are fees to defray the costs of the materials we use to preserve documents and photographs, and to cover the costs of making copies. Please see the fee schedule below.

Fee Schedule \$20/hour:  
Members: \$10/hour  
\$10.00 Each Scanned image on CD/DVD

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email \_\_\_\_\_

I am searching for information on the following subject:

Please provide dates, names, places, events that are relevant to your request.

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