

Research Requests

The Research Request Policy of the Zeeland Historical Society protects our collections and best allocates resources and staff time. The fees associated with research requests reflect the staff time required to provide these services and will help preserve our collections for future generations.

Researchers can access our online collections for free through our website, zeelandhistory.org. An appointment is required for in-person research and may be requested by submitting a research request form. Research appointments may be subject to research fees based on the scope of work and assistance needed. These fees will be decided at the discretion of the Curator. Online requests for information or research conducted by the Curator must be submitted using the research request form and will be subject to research fees. Research requests may be submitted in writing through our online form or on paper by printing the form and mailing it to Zeeland Historical Society P. O. Box 165, Zeeland, MI 49464. You should receive an initial response within 5-7 business days once the request has been submitted.

Research Fees

Once a research request is submitted, staff will review it to determine an appointment date, the scope of work, and a timeline for completing the work if it is an online request. The Zeeland Historical Society charges a \$25 minimum per research request fee and a \$25 hourly fee afterward. Fees for online requests will be invoiced and payable by credit card. Fees for in-person research can be paid by cash, credit card, or check. All initial fees must be paid in full before research begins.

Photocopy and Scanning Fees

Photocopies can be made in person at the museum in black and white or color on 8.5 x 11-inch standard paper for \$0.50 per copy. You may be charged a research fee if assistance is needed.

Document or photograph scanning will be charged \$25 per hour, with a 1-hour minimum fee. The museum does not have the ability to scan large documents.

Conditions of Access

1. All in-person research requests require a prior appointment, with a request submitted in writing using our online or paper form.
2. The Curator will make all decisions regarding access to the collections and archives. Access to particular items may be denied due to conditions or other reasons established by the Curator.
3. Food and drink of any kind are not allowed in the Archives.

4. Pencils are the only writing material allowed in the Archives – pens, markers, etc., are prohibited.
5. Personal items should be kept away from collections or archives materials.
6. Nothing should be placed on top or under any collections or archives materials.
7. To maintain the organization of the collections, researchers will only have access to one item or archival collection at a time.
8. Writing on collections items or archival materials is prohibited.
9. Collections and archives material may only be removed from the building if a loan has been arranged.
10. Permission is required for the reproduction or publishing of items in the collection. Reproduced photographs or images of archival material must appear with the following credit: Courtesy of the Zeeland Historical Society Archives.
11. The Zeeland Historical Society has the right to request a copy of any subsequent publications made using our materials for research.
12. Access to the collections of the Zeeland Historical Society does not imply the right to reproduce or publish the materials. Researchers are advised that the Zeeland Historical Society may not hold copyrights to some items and that securing these rights for any form of reproduction is the researcher's responsibility.
13. Researchers are expected to adhere to the best standards and practices of research ethics.

~~By submitting the form below, you agree to the conditions of access stated above.~~