

**Research Policy**

The Nahant Historical Society maintains its collections, a research library and archives to preserve and share the history of the town of Nahant. The Hodges Room library has over one thousand volumes. These consist of Nahant's history with some of Lynn, Boston and New England. In addition there are sections on maritime history, decorative arts and biographies of people associated with Nahant and American history. Material does not circulate but photocopying is available at the discretion of the Society's staff. All photocopies, digital reproductions, and prints are provided at the discretion of the Society. We reserve the right to refuse any request. Reproductions are for research and study purposes only, unless written permission to publish is granted by the Society.

**One time publication rights:**

Please note that purchasing a reproduction does not grant the right to publish in any form whatsoever. All requests to publish images, text, or multimedia must be submitted in writing, and will incur additional fees.

**Hours:**

The Library is open each Wednesday and Thursday and the first Sunday of each month from 1:00 p.m. to 4:00 p.m. except holidays.

**Fees:**

Admission to the library is free. You may do your own research without fee after signing in. Staff will assist you with access to library volumes, archive files and object collections.

**Photocopy Rates:**

Members and students 10 cents per page; non-members 20 cents per page

**Photographic/Digital Image and Audio reproduction:**

Reproduction of any such artifact is handled on the basis of the status of that individual image and custom fees will apply because of the variation of reproduction method, previous access and level of fragility. Digital image and audio recording requests must be made in writing.

**Research by Mail:**

General inquiries about our holdings and ready reference questions will be answered free of charge. Regarding more in-depth questions, there is no hourly fee for members. Fee charged to non-members is \$5.00 per hour initially with any further charges depending on the research requested.

**Research by Telephone or email:**

We are happy to answer inquiries about the collections and general questions, such as when was Nahant first settled or incorporated? For more in-depth questions, please do so in writing.

**Postage/Handling Fees:**

\$10.00 will be charged for each ten pages in addition to photocopying fees.



**Nahant Historical Society**  
**41 Valley Road**  
**Nahant, MA 01908**  
**781-581-2727**

Thank you for your interest in the Nahant Historical Society and our collections.

Because of increasing costs and demands on our staff it has been necessary to institute a fee schedule for research done by the Society's staff. Please read the enclosed policy, sign and return this form if you would like the Society to pursue your request.

I, (please print your full name): \_\_\_\_\_ have read the research policy of the Nahant Historical Society and I have agreed to the fees as outlined. I have enclosed an initial payment of \$5.00. I also understand and agree that this is for my personal use. If I wish to publish any material I receive in any media whatsoever, I understand I must obtain written permission first from the Society.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address (please print): \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Research topic \_\_\_\_\_

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