



**Thomas
Jefferson
University**

University Archives Absentee Reference Policy

Thank you for your request for information from the Thomas Jefferson University Archives and Special Collections. The University Archives strives to provide services of the highest quality for the University as well as the general public, but its staff resources are limited. Naturally, our first priority must be to meet the administrative and research needs of the Jefferson community at no charge. Nevertheless we will gladly fulfill absentee requests from non-university patrons that require 15 minutes of research time or less at no charge. As time permits, we can provide a more in-depth search in accordance with the reference services fee outlined below.

A non-refundable deposit of \$15.00 is required for the first 30 minutes of research time. Research in excess of 30 minutes is charged at a rate of \$7.50 per quarter-hour. You may choose to limit research time on the consent form below; if no such limit is specified, it is understood that you have agreed to pay all charges accruing from a focused and efficiently conducted reference search. Photocopies, if any, will be provided for \$0.25 per page plus a \$2.00 departmental fee. You will be billed for the balance due when the research is completed.

The general public is welcome to visit the Archives in person and thus avoid all fees. Public hours are Monday through Friday from 1:30 until 5:00. If you are unable to do this and want the Archives staff to proceed with the research, please sign the bottom portion of this sheet and return it to the Archives, enclosing a check or money order (payable to Thomas Jefferson University) for \$15.00.

Thank you for your interest in the Thomas Jefferson University Archives and Special Collections. If you have any questions, please call (215) 503-8097.

I understand the University Archives and Special Collections reference fee policy and ask the Archives staff to proceed with the research I requested. Enclosed is a check or money order (payable to Thomas Jefferson University) in the amount of \$15.00 as a non-refundable deposit.

Name: _____

Address: _____

Phone: _____ Email: _____

Research Topic: _____

Research time not to exceed ____ minutes. *[Optional]*

Signature: _____ Date: _____

Please mail to:

Thomas Jefferson University Archives and Special Collections
1020 Walnut Street
Philadelphia, Pennsylvania 19107