The Georgia Historical Society
Ensuring a Future for Georgia's Past

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Reference Requests

The Georgia Historical Society's collection contains significant 18th, and 19th, and 20th century records, manuscripts, newspapers, photographs, maps, and published material which document Georgia and its citizens since the state's founding in 1733.

We invite you to visit the Society to use our extensive collection. The Society library is open 10:00AM - 5:00PM, Tuesday - Saturday. For information on specific dates, please call (912) 651-2128. If you are unable to visit, the staff can perform a *limited search* into our extensive holdings.

Reference Assistance Policy Statement
The *primary* responsibility of the Georgia Historical Society reference staff is to supervise the use of materials and to provide assistance to those researchers who have traveled to use the holdings of the Georgia Historical Society library. Our *secondary* responsibility is to assist researchers via telephone and written requests. Our reference assistance priorities are intended to ensure the security and preservation of our collections and to maximize the quality of our reference services.

Research Services
* Researchers are encouraged to visit the Georgia Historical Society library in person. If you are unable to visit, written requests for information should conform to the guidelines specified below. Please read these guidelines before submitting your request.

* Requests that do not comply with our stated guidelines will be returned for revision.

* Written requests will be answered in the order in which they are received. Please be aware that due to our staffing levels and our reference assistance policy, it may be several weeks before you get a reply.

* The Georgia Historical Society reference staff cannot undertake extensive research of

any sort, including genealogical. You may want to consider hiring a professional researcher for more extensive and in-depth research. Click here for a list of private researchers that can be hired to work on your behalf.

Guidelines
* Written requests should be limited to one specific question. Be sure to give full names, dates and locations. Please be clear and concise about what information you are trying to find.

* A **Basic Search** can be conducted of up to five indexes at no cost in order to determine whether there is any information available in our collections. Researchers can select up to five indexes from the Reference Request Form. If you do not indicate the indexes that you want searched, the staff will search the indexes that he or she thinks are most appropriate. Once the staff has notified you of the results of the search (for example, the number of times, if any, that the subject of your request appears in each of the five indexes), you may then request an Advanced Search to obtain photocopies of material available in our library.

* An **Advanced Search** can be conducted if you have had a Basic Search conducted and, based on that search, would now like a follow-up search through a specified source; or, if you are interested in the library staff performing a more in-depth search into our holdings and providing you with photo copies of materials. For an Advanced Search, please specify the information in which you are interested, the full name of the individual for which to be searched, and all relevant dates and locations.

Fees

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Basic Search of up to five indexes.....................................................No charge
    Photocopy of one census or newspaper
    record, patron provides citation...............................................$ 5.00
Advanced Search for specific information,
or materials from our archives.........................Members...............$15.00
                                              Non-members.......$30.00
Advanced searches can include up to thirty (30) photocopies.
Charge for each additional photocopy............Members................$ .15
                                              Non-members.......$ .30
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All fees must be pre-paid. The Georgia Historical Society accepts personal checks, American Express, Mastercard, Visa, and money orders. *Note: Fees are non-refundable and there is no guarantee that the information requested will be found in our holdings.*

Telephone Requests
Telephone requests must be limited to one "ready reference" request. Researchers making telephone requests which are more involved or include photocopying will be asked to submit their question in writing according to the guidelines.

E-mail Requests
Georgia Historical Society reference staff will only conduct a Basic Search of up to five (5) indexes for e-mail requests, please be sure to include your postal address on the e-mail request. **Requests which require payment for services, including photocopying, should be submitted via postal mail.** E-mail requests and postal requests are put into the same queue for response, all of which are answered in the order in which they are received. *You will not get an immediate response to your e-mail request.* The Library's e-mail address is ghslib@georgiahistory.com .

Students and Teachers, Grades K-12, requesting general information about Georgia History should go to our Education Department Page.

How to submit a request
You may use the Reference Request Form as a guide for your own written request or you may print it out and mail it to the address below. Please remember to follow the guidelines as stated above.

Please do not send the same request to different departments of the Georgia Historical Society, as this may delay the processing of your request.

Please send all written requests to:

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Reference Department
Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401

[What's New] [Library and Archives] [Membership] [Affiliate Chapters] [Board of Curators]
[Staff Directory] [Public Programs] [Publications] [Historical Markers] [Education Program]
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[Georgia Historical Society]

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Admin 912-651-2125

Library - 912-651-2128

Nandi Johnson

$12 - a picture
$6 - copy