



Research Request Policies and Procedures

For Researchers

At this time, the Brownsville Historical Association does not accommodate on-site research requests. All requests for research privileges and appointments must be made in advance so that the museum staff may make arrangements, assemble collections, and schedule curatorial time. The Museum reserves the right to limit or to refuse research requests at any time.

Research Inquiry

All researchers are required to complete a Research Request Form to be considered for research approval and to facilitate the process. Submit your request to collections@brownsvillehistory.org or via mail at 1325 E. Washington Street Brownsville, Texas 78520, Attention Collections Department. Please note a non-refundable base fee of \$25.00 is required in advance to conduct a preliminary search. All research requests will be answered within six weeks of their receipt. If the Museum has information pertinent to your topic, you will receive a summary of what is available and a research fee quote.

Research Fees

The Brownsville Historical Association recognizes the facilitation of research on the collections for which it cares as a primary means of accomplishing its mission. The Museum seeks to accommodate as many requests as possible while balancing staff and space constraints. The Museum has established a research fee schedule, effective March 10, 2018. The Collection Manager will estimate fees for each visitor. The initial balance is due prior to staff conducting research. Payment may be made by in person, credit card, over the phone, or personal check made out to the "Brownsville Historical Association". No refunds will be granted. Only the Director or his/her designated proxy may waive or reduce fees. Please refer to the following fee schedule to determine any associated costs with access.

**Initial base fee- \$25.00/hour, subsequent hours -\$15/hour

Fees are waived for the following visitors.

1. University of Texas Rio Grande Valley & Texas Southmost Collage faculty, students, qualified staff members, Campus-approved post-doctoral and visiting scholars. (Scholarly researchers must produce appropriate identification and/or proof of enrollment in an accredited higher education institution).
2. Brownsville Independent School District faculty, students, qualified staff members. (Business related research ONLY).
3. City of Brownsville employees (Business related research ONLY).

A 20% discount for archives services (excluding postage and handling) is offered to members of the Brownsville Historical Association.

NOTE: Separate, additional fees apply for reproductions and use.

Brownsville Historical Association Collections

1325 E. Washington St., Brownsville, TX 78520 956.541.5560

Email: collections@brownsvillehistory.org | <https://www.brownsvillehistory.org/index.html>



Research Request Form

Name: _____

Institutional Affiliation: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Nature of Research: Personal Publication Exhibition Scholarly or Academic Other

Date of Request: _____ Date Required (*if applicable*): _____

Subject: _____

Material sought: Object Printed Materials Photographs Maps Other

Describe any specific item(s) you would like to view:

- By signing this document, the researcher acknowledges that they have read and agreed to abide by the research request and procedures of the Brownsville Historical Association.

Signature: _____ Date: _____

ADMINISTRATION USE ONLY

Date: _____ Staff Contact: _____

Status: _____ Staff Time Required: _____

Payment: _____

Nature of Contact: Phone In-Person Email Other

Notes: _____

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