



# Sooke Region Museum

*Operated by the Sooke Region Historical Society*

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Historical Exhibits Archives Art Gallery Gift Shop Visitor Centre Lighthouse Moss Cottage

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## Research Request Form

Please fill out this form if you want to access the archives or retrieve information on records/objects. Staff will do their best to respond in a timely manner.

Staff at the Sooke Region Museum are committed to responding to public inquiries in a timely manner. We want to do our best to support researchers and the public, while not putting the collection at risk. To do so, some materials may be restricted for public access based on the following factors: **condition of the materials, copyright law and privacy concerns.**

Additionally, staff have the right to turn down research requests for the following reasons:

- If the request falls outside of the museum's mandate or staff expertise;
- If the objects/records are in unsafe condition for handling;
- If the request contravenes the legal restriction of a record or object.

**Name:**

**Date:**

**Email:**

**Phone Number:**

**Nature of request (Personal Study, School Project, Academic Research, etc.)**

**Detailed description of what you are looking for. Be as specific as possible.** (Please provide dates, locations, and names as this will aid in the collections search.)

**Do you have a deadline? If so, please provide a deadline below:**

*Once completed please email to our Collections Manager at [musasst@sookeregionmuseum.com](mailto:musasst@sookeregionmuseum.com).*