



Centre du
patrimoine

340, boulevard Provencher Boulevard
Saint-Boniface (Manitoba) R2H 0G7

Tél./Tel.: 204-233-4888
Télé./Fax: 204-231-2562

shsb@shsb.mb.ca
www.shsb.mb.ca

Thank you for your query. Due to a continued increase in requests of this kind, we are now offering a remote research service. The research required to answer your question will be conducted by a member of our staff or volunteer team, as their availability allows (wait times will vary). Please see the fees and guidelines below for further clarification:

Remote Research Service Fees (for members):

- 1) 25\$ per hour – you will be asked to pre-approve the maximum amount of hours you would like us to spend on your request, and pre-pay a minimum of 1 hour.
- 2) 15\$ for queries requiring less than a half hour to complete. You will be reimbursed the difference of your pre-paid minimum if this is the case.

Remote Research Service Fees (for non-members):

- 1) 30\$ per hour - you will be asked to pre-approve the maximum amount of hours you would like us to spend on your request, and pre-pay a minimum of 1 hour.
- 2) 15\$ for queries requiring less than a half hour to complete. You will be reimbursed the difference of your pre-paid minimum if this is the case.

****Become a new member and receive 1 hour of this service free!***

As we are a not-for-profit community archives, one of the best ways you can show your support is by becoming a member. If you have found our archives useful in the past and see yourself using them again in future, please consider signing up here:

<https://shsb.mb.ca/membership/?lang=en>

Members who consult our archives in person, are also exempt from the usual 5\$ per day consultation fee. A full list of membership benefits will be provided to you upon registration.

Remote Research Guidelines:

- 1) Research will be done in ***our own*** archival holdings as well as in online archival resources we have access to through several subscriptions.



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- 2) Our researchers will not conduct research in archives other than our own, on your behalf. If you require this level of assistance, please consider hiring an independent researcher (fees will vary depending on the researcher).
- 3) If your query falls outside of the scope of our collection or mandate, we will redirect you to the appropriate archives or repository (if known).
- 4) Your query will be assessed upon receipt. If it is indeed within the scope of our collection and mandate, you will be asked to prepay a minimum of 1 hour of research time.
- 5) Remaining fees must be paid in full before research results are delivered.

**** Example: You've prepaid 1 hour and approved 5 in total, but our team only spent 3 hours on your query before exhausting available resources. The 2 hours not yet paid for will be billed to you before sending out the researcher's findings.***

We can send you an electronic invoice (payable through PayPal or with a credit card) once research is done, or you can call in to pay by credit card over the phone: 204-233-4888

- 6) Results are not guaranteed. Fees cover only the *time* it takes to search.
- 7) This service is not refundable, except as described for queries requiring less than a half hour to complete, for which we can allow a partial refund of the minimum 1 hour charge.
- 8) Copies of archival documents carry an additional cost per copy. Click here for more details: <https://shsb.mb.ca/document-reproduction-costs/?lang=en>

****Please note, the majority of our textual archival documents are in French. Translation is not a service we provide.***

- 9) Links to, or digital copies of, already digitized documents published online (obituaries, newspaper clippings, census pages, scrip affidavits, etc.) will be included in your research results when applicable.
- 10) We do not arrange family reunions and cannot give out personal or contact information on individuals still protected by the Privacy Act. We will not find your long lost cousins, biological parents, or siblings for you.
- 11) You can also do research yourself for free online in our archival database: <https://archivesshsb.mb.ca/en>. Once you've identified documents of interest, you can then arrange a visit to consult them, or contact us at: shsb@shsb.mb.ca to order copies at the appropriate reproduction fees: <https://shsb.mb.ca/document-reproduction-costs/?lang=en>.