

Our Mission

The mission of the Stevens County Historical Society & Museum is to Collect, Preserve and Interpret the history of Stevens County Minnesota.

Research Center Rules

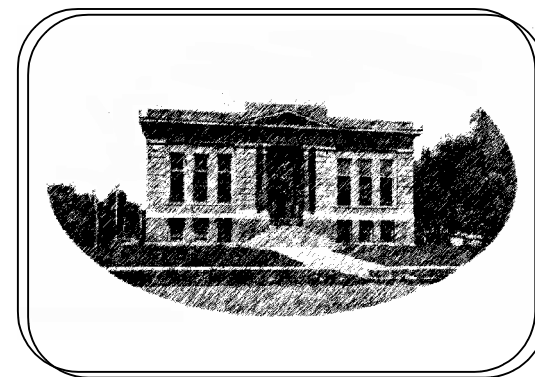
1. No food or beverages of any type.
2. Use pencil only
3. Staff will retrieve boxes/materials.
4. Open only one box, folder or book at a time. Do not mix contents of different folders.
5. Some items may be photocopied or captured digitally for a fee by staff only. Please ask for assistance.
6. Please return materials to the staff when you are finished.
7. Fees must be paid or further research activities will be restricted.
8. Some items may require staff supervision or handling.

Rules for Handling Archival Materials

1. White gloves should be used or hands washed to prevent skin oils from damaging the papers.
2. Hold items as level as possible when moving to keep the contents or pages from shifting.
3. Open lids and covers slowly and carefully - the items may tear if opened too quickly.
4. Carefully move through files, artifacts or papers until you get where you need to be
5. For photocopies, write on a book mark the article/page or document you would like a copy of, leave it and let staff know.
6. Documents must be as supported as much as possible. Do not fold pages. Return the items slowly to previous location in the proper order making sure that pages are stacked neatly.

Stevens County Historical Society & Museum
116 West 6th Street
Morris, MN 56267
www.stevenshistorymuseum.com
Address Correction Required

Stevens County Historical Society & Museum



Research Guidelines

Collect, Preserve, Interpret

Phone: 320-589-1719
URL: www.stevenshistorymuseum.com

SCHS Collection

The Stevens County Historical Society (SCHS) has an extensive collection of thousands of documents, photographs, artifacts and books. This is only a partial listing of those used the most by Family Historians and Genealogists. If you are looking for a information on a specific topic, organization or family member, please ask for assistance from a staff member and we would be happy to assist you. Non-Members must pay appropriate research room fees for access to this collection.

Key SCHS Resources To Check

Newspaper Index	
Cemetery Database	
High School Index	
History of Stevens Co Index	
Maughan Papers (staff only)	
Celebrating 125 years Index	
75 year anniversary Index	
Photo Collection Data Base (staff only)	
Wadsworth Trail Book Index	
Artifact Database (staff only)	
1911 Great Northwest Magazine	
1880 Historical Contributions	
1941 Who's Who in Minnesota	
1888 Pope/Stevens County Index	
Genealogical File Cabinet & Shelf	
Archived Family Histories (staff only)	
Census Indexes (Inhouse)	
Military Records Index & Card File	
Google.com	
Plat Map Indexes	
Ancestry.com	
Familysearch.org	
PERSI CD-Rom	

LDS Family History Library

Through our affiliation with the Latter-Day Saints (LDS) Family History Library (FHL) in Salt Lake City, Utah, you are now able to gain access to their 2.4 million microfilmed records during our normal operating hours. Because of our limited staff time, it is your responsibility to find the records you need to borrow. Staff can help you find the ones you need but you will need to pay \$15 per hour for their time. When the film arrives and you are ready to view the film, there is no charge to view it on our machine, but we do charge .50 per page you print and the film must not leave the premises.

At the FHL website, www.familysearch.org, click on the Library tab on the top of the page. Click on the Family History Library Catalog tab and search until you find the records you need. To find the LDS film number you will have to click on the record, make sure it the one you want to see and then click on the film note button in the upper right hand corner of the record. Write the description of the item and the six (6) or seven (7) digit microform number on the SCHS Research Request Form you received when you came in.

Pay your fees with your order and within 15 - 20 days you will be notified that your items are here for viewing. You will have 30 days to come in and view them, after that they may need to be returned to the FHL and reordered again.

Educational Programming

The West Central Family History Association (WCFHA) was formed in 2006 to support SCHS in its mission to promote Family History related educational programming in the region and support the FHL affiliation. Educational programming and Saturday research sessions are available several times a year which focus on several different family history related topics. Ask a staff member or check our website for information about upcoming events.

Fees:

Sign up for:	Price
<input type="checkbox"/> Non-Member SCHS Research Room Fee	10.00 day
<input type="checkbox"/> Staff In house Research Report (immediate family only)	\$25.00e
<input type="checkbox"/> Staff On-Site Research Help (1 hr minimum)	\$15.00 hr
<input type="checkbox"/> Photocopies 8 ½ X 11	.50e
<input type="checkbox"/> Photocopies 8 ½ x 14	.75e
<input type="checkbox"/> Individual Membership	24.00 yr
<input type="checkbox"/> Family Membership	30.00 yr
<input type="checkbox"/> LDS Microform Order	_____
Total Payment Enclosed	_____

Name _____

Address _____

Phone _____

E-mail _____

Method of Payment (must be enclosed)

- Check
 Cash

Stevens County Historical Society & Museum

116 West 6th Street
 Morris, MN 56267

Phone: 320-589-1719

Hours: M-F 9 to 5, Program Saturdays 1-4
 E-mail: research@stevenshistorymuseum.com