

Library “Look-up” Request Form Instructions

“Terms & Conditions”

Our Library accommodates on-site library look-up requests. We cannot accommodate more extensive research requests. A look-up is defined as looking up one named person in a specific collection or record group. Every look-up that requires more than one hour of time will be charged at the rate of \$45.00 per hour. All requests must be made by completing our Library “Look-up” Request Form. Forms may be mailed or emailed. All requests are normally answered in 3-6 weeks.

Research Note: We no longer conduct genealogical research. Anyone in need of family history research should consult with a genealogist.

The fee for a look-up is \$20.00 for Lehigh County residents which includes the cost of copying three pages. For residents of Pennsylvania who live outside of Lehigh County, the fee is \$25.00. For non-residents of Pennsylvania the fee is \$35.00. If the look-up requires more than one hour, you will be informed.

Payment must be made in advance by check, money order, or credit card. Please make check or money order for the appropriate amount payable to Lehigh County Historical Society and send to:

Lehigh County Historical Society

Look-up Request

432 West Walnut Street

Allentown, PA 18102 or

J_youngken@lehighvalleyheritagemuseum.org

The success of this service depends in part on the completeness and accuracy of the information you provide. You must supply all the information requested on the Library “Look-up” Request Form. You may request more than one look-up at a time. Each one is a separate fee. Please fill out a separate Library “Look-up” Request Form for each request. Please allow 3-6 weeks for a response.

Note: The fee is based on an attempt to locate information. Not every attempt to locate information is successful. Every attempt to locate a record still consumes staff time. As such, an unsuccessful attempt to locate a document or record in our collection still requires a fee. Paying the fee is not a guarantee of a successful search. It is always possible that you are searching for a record that may not exist in our collection, or may not exist at all.

Library "Look-up" Request Form

**Lehigh County Historical Society
Lehigh Valley Heritage Museum**

432 West Walnut Street
Allentown, Pennsylvania 18102

TYPE or CLEARLY PRINT your name, address, and zip code

Phone number

Email

Name of person to be looked up (please include full name if known)

Specific record you want looked up

Additional pertinent information

Other helpful information or details

I have read the terms & conditions governing the Library "Look-up" Request Form. I agree to all terms and conditions.

Signed _____