



# Local History and Genealogy Research Request

For use for requests with at least one week deadline

NOTE : Due to limited staff time, the LHG Department cannot perform extensive research, full genealogies, or large amounts of photocopying or scanning. Each request will be limited to a maximum of one hour of staff research.

Date of request \_\_\_\_\_ Deadline (earliest possible is one week) \_\_\_\_\_

Name of researcher \_\_\_\_\_

Response preference: phone \_\_\_\_\_ e-mail \_\_\_\_\_

Request details (include dates wherever relevant)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sources at the library that have already been consulted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Staff Use:

Date(s) and time(s) dedicated to request

\_\_\_\_\_  
Sources consulted (use back of sheet as needed)

\_\_\_\_\_  
\_\_\_\_\_

Results

\_\_\_\_\_  
\_\_\_\_\_

Date reported to requestor \_\_\_\_\_ Staff initials \_\_\_\_\_