

# **Library Research Request “Look-up” Form Instructions**

## **“Terms & Conditions”**

**Our Research Library** accommodates on-site library research requests. Our research is limited to look-ups. A look-up is defined as the research of one named person in a specific collection or record group. Every look-up that requires more than one hour of research will be charged at the research rate of \$45.00 per hour. All requests must be made by completing our Library Research Request “Look-up” Form. Forms may be mailed or emailed. All requests are normally answered in 3-6 weeks.

**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**  
**Research Request**  
**432 West Walnut Street**  
**Allentown, PA 18102 or**  
[J\\_youngken@lehighvalleyheritagemuseum.org](mailto: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 Research Request “Look-up” Form. You may request more than one look-up at a time. Each one is a separate fee. Please fill out a separate Library Research Request “Look-up” 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 Research Request Order 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

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Phone number

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Email

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

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Specific record you want researched

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Additional pertinent information

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Other helpful information or details

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**I have read the terms & conditions governing the Library Research Order Form. I agree to all terms and conditions.**

**Signed** \_\_\_\_\_