**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

**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

Phone number

Email

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

Specific record you want researched

Additional pertinent information

Other helpful information or details

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

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