

ELIZABETH PUBLIC LIBRARY ELIZABETHTOWN READING ROOM

Local History Appointment Request Form

Patrons using the room must be accompanied by a staff member at all times. The ERR observes the following appointments schedule: Mondays - Fridays, 10-11:30am, 12-1:30pm, 2-3:30pm, 4-5:30pm. Appointments must be scheduled no less than 2 weeks in advance. You can e-mail the filled form to elizlocalhistory@gmail.com or fax it to (908) 354-5845. Please provide all requested contact information. Appointments are considered automatically canceled if arrival time of researcher is more than 15 minutes past the appointment start time. Notify the Local History & Special Collections Dept. if you will be late for your appointment by calling (908)354-6060 x7220

To e-mail form, fill out and save to computer. E-mail as attachment. To schedule an appointment, please list desired date and time below.

Name: _____

Full Address: _____
(Number, Street, Apt. or Suite #)

(City) (State) (Zip Code)

Telephone Number: _____ E-mail: _____

Fax Number: _____ Appointment Date and time: _____

State the nature of your research along with any other pertinent details. For genealogy research, please provide the full name, birth date and place or death date and place of person you are researching. Please list any specific materials you wish to view during your appointment if known.

Mail, e-mail, or fax the completed form to:

Elizabeth Public Library
Local History & Special Collections
11 S. Broad Street
Elizabeth, NJ 07202
Fax: 908-354-5845
elizlocalhistory@gmail.com