

ELIZABETH PUBLIC LIBRARY LOCAL HISTORY & SPECIAL COLLECTIONS

Remote Research Requests Instructions:

If you are unable to visit the library, you may request research by filling out a *Local History Remote Research Request Form*.

- For **Obituary** requests we require that the death must have occurred in Union County, the **exact date of death is provided, accurate to within 7 days**.
- For **microfilmed newspapers research** requests we require that the **exact date of the requested article is provided, accurate to within 7 days**.
- For all other Local History Reference searches, we require that the response is not required less than 48 hours from the date the request is received by the library.
- Responses can be delivered electronically (by e-mail or fax). Exceptions will be made for patrons without fax or internet service on a case-by-case basis.
- If the requirement listed cannot be met, then you must make an appointment to do the research

Please visit www.elizpl.org/localhistory to view the current response time frame.

Due to the uncertain nature of available records, the outcome of any research project cannot be guaranteed.

Patrons requesting research should fill out the request form using one of the following options:

- Fill out an online version of the form on the library's website, print it out and mail it back to us.
- Fill out an online version of the form on the library's website, save and e-mail as attachment to elizlocalhistory@gmail.com
- If you don't have access to the Internet, you can call the library at (908) 354-6060 x. 7220 and ask that a paper application be mailed or faxed to you. Fill it out and mail it back to us.

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Genealogy and Local History Remote Research Request Form

Please provide all requested contact information.

To e-mail form, fill out and save to computer. E-mail as attachment.

Name: _____

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

(City) (State) (Zip Code)

Telephone Number: _____ E-mail: _____

Fax Number: _____

State the nature of your research along with any other pertinent details. For genealogy or obituary research, please provide the full name, birth date and place or death date and place of person you are researching. Please describe what you want to know about this ancestor as completely and specifically as possible. To avoid duplication, please list any resources already searched.

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

Elizabeth Public Library

Local History Room & Special Collections Dept.

11 S. Broad Street

Elizabeth, NJ 07202

Fax: 908-354-5845

elizlocalhistory@gmail.com