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

**“Terms & Conditions”**

**This form is for Look-up Requests “Only.”** It is not intended for “research projects,” or photographs requests. It is not intended for projects that take more than one hour to review and complete. If you have any questions, please email Jill Youngken at j\_youngken@lehighvalleyheritagemuseum.org or call 610-435-1074 during regular business hours. We are happy to speak with you.

Our Library accommodates on-site library look-up requests. A look-up is defined as looking up one named person, topic, or document in a specific collection or record group. All requests must be made by completing our Library “Look-up” Request Form. All requests may be mailed or emailed. All requests are normally answered in 4-8 weeks after payment.

**Research Note:** **We do not conduct genealogical research** or research projects in general. Anyone in need of family history research or general research should hire a genealogist.

**The fee** for a look-up is **$25.00** for Lehigh County residents, which includes the cost of copying three pages. The cost for more than 3 copies for everyone will be charged at $1.00 per copy. For residents of Pennsylvania who live outside of Lehigh County, the fee is **$35.00**. For non-residents of Pennsylvania the fee is **$50.00**. If your look-up requires more than one hour, you will be informed. Members of the Lehigh County Historical Society receive a 10% discount on “Look-up” request fees.

Payment must be made in advance by check, money order, or credit card. Please make check or money order payable to Lehigh County Historical Society and send to:

**Lehigh County Historical Society**

**Look-up Request**

**432 West Walnut Street**

**Allentown, PA 18102 or j\_youngken@lehighvalleyheritagemuseum.org**

 **The success of your look-up** depends in part on the completeness and accuracy of the information you provide. You must supply all the information requested on the Library “Look-up” Request Form. Please fill out a separate “Look-up Request Form” for each request. Each request is a separate fee. Please allow 4-8 weeks after payment for a response.

**Note:** Your cost is based on an attempt to locate information. Many attempts to locate information are not 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 possible that you are searching for a record that may not exist in our collection, or may not exist at all, and if the record exists it may not be accurate. All records are subject to human error.

 Please read and sign this form. This form must accompany your request. By signing this form, you are agreeing to the terms and conditions outlined above.

**X\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lehigh County Historical Society**

**Scott Andrew Trexler Research Library**

**432 West Walnut Street**

**Allentown, Pennsylvania 18102**

**TYPE or CLEARLY PRINT your name, address, and zip code:**

Please include your area code and phone number:

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

E-mail address:

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

Name of person (please include full name if known):

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

Specific record you want looked up:

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

Additional pertinent information:

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

Other helpful information or details:

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

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

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

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