

Library “Look-up” Request Form and Agreement Instructions

Please Read the Entire Form

This form is for Look-up Requests “Only.” It is not intended for “Research Projects” or requests that take more than one hour to review and complete. If you have any questions, please email Jill Youngken, assistant director/chief curator, at j_youngken@lehighvalleyheritagemuseum.org or call 610-435-1074. We are happy to speak with you.

We do not conduct extensive research requests. A Look-up is defined as “looking up” a named person, topic, or documents in a specific collection or records group. All requests must be made by completing and signing this “Library Look-Up Request and Agreement Form. All requests must be mailed or emailed. All requests are normally completed in 4-8 weeks after payment.

We do not conduct genealogical research or research projects. Anyone in need of family history research must consult with a professional genealogist.

The fee for a look-up is \$25.00 for Lehigh County residents, which includes the cost of copying five pages. More than 5 copies will be charged at \$.75 per copy. For residents of Pennsylvania who live outside of Lehigh County, the fee is **\$40.00**. For non-residents of Pennsylvania the fee is **\$70.00**. 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 for the appropriate amount 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. Please fill out our Library “Look-up” Request Form for each request. Please allow 4-8 weeks after payment for a response.

Note: Our charge is based on an attempt to locate information. Not every attempt to locate information is successful. Every attempt to locate a record consumes professional staff time. An unsuccessful attempt to locate a document or record in our collection still requires a payment. 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, and if the record does exist, it may not be accurate.

Please read and sign this form. This form must accompany your request. Thank you for your cooperation. We will do our best.

X_____

Print and Sign Name

Date

**Lehigh County Historical Society
Scott Andrew Trexler Research Library
432 West Walnut Street
Allentown, Pennsylvania 18102
610-435-1074**

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

E-mail address:

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

Specific subject you want looked up:

Additional pertinent information:

Other helpful information or details or comments:
