

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 feel free to email Jill Youngken at j_youngken@lehighvalleyheritagemuseum.org or call 610-435-1074 during regular business hours. Thank you, we welcome your questions.

Our Library accommodates on-site library look-up requests. We cannot accommodate more extensive research 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 4-6 weeks after payment.

Research Note: We do not conduct genealogical research. Anyone in need of family history research should consult with a genealogist. Genealogical research can consume hundreds of hours, as a lifelong pursuit.

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 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 this service depends in large 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. You may request more than one look-up at a time. Each request is a separate fee. Please fill out a separate Library “Look-up” Request Form for each request. Please allow 4-6 weeks after payment 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.

Please read and sign this form. This form must accompany your request.

X

Signed and dated by requestor and agreed to.

Library "Look-up" Request 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 looked up (please include full name if known)

Specific record you want looked up

Additional pertinent information

Other helpful information or details

I have read the terms & conditions governing the Library "Look-up" Request Form. I agree to all terms and conditions. I fully understand that this request may not be successful

Signed _____