

# ELIZABETH PUBLIC LIBRARY LOCAL HISTORY ROOM

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## Local History Room Research

Patrons using the room must be accompanied by a staff member at all times. The LHR observes the following open hours schedule: Mondays & Thursdays, 2:30-4:30 pm, Wednesdays, 5:30-7:30 pm and alternate Saturdays 1:00-4:00 pm (See website for Saturday schedule). If you are unable to attend during the open hours and would like to schedule an appointment, please fill out the attached *Genealogy and Local History Research and Appointment Request Form*. You can e-mail the filled form to [eplreference@elizpl.org](mailto:eplreference@elizpl.org) or fax it to (908) 354-5845.

## Remote Research Requests

If you are unable to visit the library, you may request research by filling out a *Genealogy and Local History Research and Appointment Request Form*. The Library charges a \$25.00 fee per request, which includes up to one hour of research. Additional research will be billed at \$25.00 per half hour, in half-hour increments. Requests should be brief but concise, providing as much clearly written information as possible to help identify an individual (dates, places, relatives, etc.), or subject matter. Requests should be limited to one individual or family, or one specific subject matter. Additional requests should be sent if researching more than one individual or family, or subject matter.

Due to the uncertain nature of available records, the outcome of any research project cannot be guaranteed. The fee covers research and reporting time, not the outcome of the effort. Research fees are non-refundable.

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 with the included \$25.00 check;
- If you e-mail a request form, the research will not commence until the library receives the \$25.00 check through the mail. If you would prefer to pay by credit card, contact the Local History Room at (908) 354-6060 x. 7220 to set up online payment account.
- 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 with the included \$25.00 check.

For Obituary and Elizabeth Daily Journal requests we require that the death must have occurred in Union County; the exact date of death or date of article is provided, accurate to within 7 days; response is not required less than 48 hours from the date the request is received by the library; response 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.

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; response can be delivered electronically. 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.

Approved by the Library Board of Trustees, September 16, 2014. Effective January 1, 2016.

# Genealogy and Local History Research and Appointment Request Form

Please provide all requested contact information.

To e-mail form, fill out and save to computer. E-mail as attachment. To schedule an appointment, please list desired date and time in box below. For remote research request, please send \$25.00 check with this request. Checks should be made out to *The Free Public Library of Elizabeth*. For online payment contact Local History Room at 908-354-6060 x. 7220

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**  
**11 S. Broad Street**  
**Elizabeth, NJ 07202**  
**Fax: 908-354-5845**  
**eplreference@elizpl.org**

The hours of operation of the Local History Room are:

<b>Mondays &amp; Thursdays</b>	<b>2:30 – 4:30p.m.</b>
<b>Wednesdays</b>	<b>5:30 – 7:30p.m.</b>
<b>Alternate Saturdays</b>	<b>1:00 – 4:00p.m.</b>

Please see website for Saturday schedule.

If you need to use the Local History Collection outside of these hours, please specify the date and time you would like to schedule an appointment below:

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Staff will confirm your appointment through phone call or e-mail.