

ELIZABETH PUBLIC LIBRARY LOCAL HISTORY ROOM

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 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*. 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 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

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

The following are the fees for Remote Research:

Obituary-

- \$10.00 if exact date of death is provided and research does not exceed 30 minutes. Research over 30 minutes will cost \$15.00 per additional 30 minutes.
- Obituary requests without exact date of death are possible if a month and year are provided, however the fee will be \$15.00 for every 30 minutes of research.

Newspaper article/ Other Research-

- \$10.00 for every 30 minutes of research.

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 fee payment by check;
- If you e-mail a request form, the research will not commence until the library receives the initial fee payment 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 payment.

Approved by the Library Board of Trustees, September 19, 2017. Effective October 1, 2017.

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 corresponding fee payment by 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:

Mondays & Thursdays	2:30 – 4:30p.m.
Wednesdays	5:30 – 7:30p.m.
Alternate Saturdays	1:00 – 4:00p.m.

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:

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