

Library “Look-up” Request Form Instructions “Terms & Conditions”

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htgg" vq" g o ckn **Jill Youngken at**
j_youngken@lehighvalleyheritagemuseum or call 610-435-1074 during
regular business hours.

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. Forms may be mailed or emailed. All requests are normally answered in 4-8 weeks after payment.

Research Note: We do not conduct genealogical research. Anyone in need of family history research should consult with 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 will be charged at \$.75 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 the look-up requires more than one hour, you will be informed. Members of the Lehigh County Historical Society receive 10% off "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 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 one is a separate fee. Please fill out a separate Library “Look-up” Request Form for each request. Please allow 4-8 weeks after payment for a response.

