FINDLAY - HANCOCK COUNTY PUBLIC LIBRARY

RESEARCH REQUEST GUIDELINES

Thank you for your interest in the Findlay-Hancock County Public Library's Local & Family History research request service. Before submitting your research request, please review the following:

• Requests may be submitted through either e-mail or postal mail using the contact information above. To expedite the request process, please record all relevant information on this form only (without attaching additional pages).

• Please make your request as <u>specific</u> as possible. You will be notified if your request is too general or beyond the scope of our service. This service is limited to <u>indexed and/or digitized resources</u> housed at Findlay-Hancock County Public Library. For obituaries, please check our online obituary index at https://www.rbhayes.org/main/ohio-obituary-index/ to obtain citation information. Many historical Hancock County newspaper issues (dating from 1846 to the 1920s) may now be viewed online at http://findlaylibrary.advantage-preservation.com/.

• Due to the volume of requests received, please submit a maximum of <u>1 (one) research request form</u> (containing up to 3 [three] separate requests) <u>per week</u>. Research requests are filled as soon as possible in the order in which they are received.

• Please indicate preferred method of delivery: ☐ *Scanned copies (e-mail)*   ☐ *Physical copies (postal mail)*

• Effective February 15, 2018, copies will be provided free of charge. Optional monetary donations (checks or money orders made payable to Findlay-Hancock County Public Library) are appreciated and may be mailed to the address listed above.

RESEARCH REQUEST FORM

☐ ⬅ **Check this box to indicate that you have reviewed the Findlay-Hancock County Public Library's Local & Family History research request guidelines. Please print or type clearly.**

DATE OF REQUEST: _____

YOUR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER/E-MAIL ADDRESS: _____

1. *NAME OF INDIVIDUAL YOU ARE RESEARCHING:* _____

TYPE OF RECORD REQUESTED (Obituary, marriage record, etc.): _____

DATE OF EVENT (For obituaries, list title of newspaper and date/page number of publication): _____

_____

2. *NAME OF INDIVIDUAL YOU ARE RESEARCHING:* _____

TYPE OF RECORD REQUESTED (Obituary, marriage record, etc.): _____

DATE OF EVENT (For obituaries, list title of newspaper and date/page number of publication): _____

_____

3. *NAME OF INDIVIDUAL YOU ARE RESEARCHING:* _____

TYPE OF RECORD REQUESTED (Obituary, marriage record, etc.): _____

DATE OF EVENT (For obituaries, list title of newspaper and date/page number of publication): _____

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