Research Request

Asking Reference staff to conduct a more in-depth investigation into a particular topic on behalf of a patron.

STAFF USE ONLY
- Date Intake Form: _____
  Employee: _____
- Date Contacted for Pick Up: _____
  How Contacted?: _____
  Employee: _____
- Date Picked Up Results: _____
  Employee: _____

Name: _____

Phone: _____

Email: _____

Library Card Number: _____
(if an OWWL card holder)

Category of Research (circle one)**:**

General Information Genealogy Local History Obituary

What information are you looking for? Please be as specific as possible.

_____
_____
_____
_____
_____

If this is a genealogy request, please list all known information about the person(s) involved
(Ex: birth/death/marriage dates and/or locations, all known spellings of names)**.**

_____
_____
_____
_____
_____

What format of information would you prefer? (Circle all that apply)

Library Books Printed Documents Digital Results (emailed to me)

☐ **I understand that if I request printed documents, that each page will cost 20¢.**

☐ **I understand that if I request prints sent by mail, I will be charged printing and postage.**

Mailing Address *(if send by mail)* _____

STAFF USE ONLY
- Inform the patron that:
  - The head of the Reference Department will review the request and make a determination on whether or not we can conduct the research.
  - Delivery times of any results may vary.
  - Research is capped at 2 hours, or 3 hours for genealogy.
- Once initially filled out, put this form in the labeled blue file holder in the Reference Office.

STAFF USE ONLY

- When searching, use a yellow Research Request flashdrive to save all files/documents you find.
  - For newspaper results, save a close-up of any articles AND a view of the entire page.
  - Give all documents unique, identifying file names (e.g. "JohnSmith_1932_FLTimesObit")
- When COMPLETE, leave this form, the flashdrive, and any printouts in the blue file holder in the Reference Office.
- When patron picks up results, they must pay for any printouts they keep, and then this form is returned to the blue file holder in the Reference Office for record keeping.

Employee: _____ *(circle one)*

Date Searched: _____ **COMPLETE**

Time Spent: _____ **NEEDS A SECOND LOOK**

Where you researched and what you found, or didn't find: _____

_____

_____

_____

_____

Employee: _____ *(circle one)*

Date Searched: _____ **COMPLETE**

Time Spent: _____ **NEEDS A THIRD LOOK**

Where you researched and what you found, or didn't find: _____

_____

_____

_____

_____

Employee: _____ *(circle one)*

Date Searched: _____ **COMPLETE**

Time Spent: _____ **COULD NOT FIND**

Where you researched and what you found, or didn't find: _____

_____

_____

_____