SOLVAY PUBLIC LIBRARY SOLVAY PROCESS & LOCAL HISTORY ROOM INFORMATION REQUEST FORM

Thank you for your interest in our local history collection. This is a specialized, unique collection and is managed with standard archival procedures, which include security and access policies. Minimal handling will protect the documents from damage. Access to the collection, therefore, is only by appointment with the Library Director.

Please check our website first and review our index of materials in the collection. This will help give you an idea of what we have. Not all materials in the collection are listed there.

To serve you better and make best use of research time, you need to complete this form prior to making an appointment. Please return it to the circulation desk or by mail or fax to the Director's attention. PLEASE ALLOW THE DIRECTOR TIME TO REVIEW YOUR REQUEST, before you try to contact that office.

Every effort will be made to accommodate any deadlines, but please understand that there is no staff solely assigned to these information requests and this is a small public library. You may be re-directed to another collection, library, or organization that can meet your needs better or more promptly. The Director needs time to evaluate whether our collection could even answer your request.

The Director will email or call you to explain what research will be done, set up an appointment, or refer you to another source.

Name:		
Address:		
Phone(s):	Fax:	
Email:		
Information will be emailed to you as our pref		y, so please print clearly.
Representing: (company or organization)		
1) I need this information by: □ today □ other:	\Box 2 days	\Box next week

2) Why I need this information: (this helps define what t	type of information	tion and format you	
need)				
□ genealogy /family research	□ class assignment	□ re-union	□ lawsuit/legal	
\Box environmental research	□ news article/report	\square adve	ertising	
\Box writing a book/making a video \Box informational brochure				
□ other:				
3) I am looking for:				
□ photograph(s) (please review our <i>Photograph Use Policy</i>)				
\Box book \Box map \Box repo	ort 🗌 info	rmation	□ yearbook	

4) I have already contacted or researched the following organization, database, person, or other with this result: (use back of form or second page as needed)

□ other: _____

 \Box obituary or news clipping

5) What I am requesting: (*Please print neatly and provide any keywords, dates, names or sources. The more specific you are, the more relevant and prompt our search will be.*)