

Louisville Free Public Library  
Kentucky History and Genealogy Research Request Form  
(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Please print clearly - Thank you!

The Library's research services are limited to three types of searches: obituary, city directory, and newspaper and is available to patrons outside of our service area for a fee. If you live in or near Metro Louisville, please visit our Main Library as we would be happy to assist you.

For out-of-town requests, requirements and fees are as follows:

**Obituary Search** - Cost: \$15 per obituary requested.

We must know the date of death before we can begin an obituary search. [Example: "Please search for the obituary of Name: \_\_\_\_\_ who died on Date: \_\_\_\_\_."] ]

**Louisville City Directory Search** - [Publication dates begin in 1865] Cost: \$15 per name or address searched in a single volume (year) of a Directory. Add \$3 for each additional volume or name/address searched. (We will accept up to five additions).

**Newspaper Article Search** - \$15 per article printed. You must provide a full citation [Example: *Louisville Courier-Journal*, 23 Aug. 1886 for \_\_\_\_\_]. We are unable to reproduce an entire issue.

**Please Circle One:** Obituary / Louisville City Directory / Newspaper article

Other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please read:

- Library staff will devote approximately thirty minutes to researching your request.
- If the search **does not** locate the requested information, the fee cannot be refunded.
- The library adheres to all applicable copyright laws.
- Requests that fall outside the scope of this service or that include insufficient funds will be returned.
- Please allow up to 6 weeks for processing and delivery via USPS.
- For those without an email address, please include a SASE.
- To ensure prompt service, include check or money order with your request to: The Louisville Free Public Library, 301 York Street, Louisville, Ky. 40203.