

Local History
Rockford Public Library
214 N. Church St.
Rockford, IL 61101
815-965-7606
localhistory@rockfordpubliclibrary.org

RESEARCH REQUEST GUIDELINES AND FEES

Thank you for your interest in Rockford Public Library's Local History research request service. Before submitting your research request, please review the following:

- Requests may be submitted through either email or postal mail using the contact information above. To streamline the request process, please record relevant information on this form only (without attaching additional pages).
- Please make sure your request is as specific as possible. You will be notified if your request is too general or beyond the scope of our service. This service is limited to resources available at Rockford Public Library.
- Please submit a maximum of 1 (one) research request form (containing up to 3 (three) separate requests) per week.
- Please check preferred method of delivery: **Scanned copies (e-mail)** **Physical copies (postal mail)**
- There is a prepaid fee of \$15.00 per hour (or a portion there of) for all research requests.

RESEARCH REQUEST FORM



Check this box to indicate that you have reviewed the Rockford Public Library's Local History research request guideline and agree with terms and fees. Please print or type clearly.

Your Name _____ Date of Request _____
Address _____
City _____ State _____ Zip Code _____
Phone Number/email address _____

NAME OF INDIVIDUAL OR INSTITUTION 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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