



Holmes County District Public Library

3102 Glen Drive, Millersburg OH 44654
Phone: 330-674-5972 Fax: 330-674-1938
www.holmeslibrary.org

Genealogy and Local History Research Request Form

The Holmes County District Public Library accepts requests for genealogy and local history information from individuals living outside of the county on a \$10.00 per hour basis. Obituaries are \$2.50 each, without the \$10.00 search charge. County residents may request information without the fee.

Research requests must be **PREPAID** with a check or money order payable to Holmes County District Public Library. PLEASE DO NOT SEND CASH. Up to ten copies are free with the search fee; however, each copy over 10 is \$.10 per page. If the search should continue over one hour, we will contact you to discuss your preferences for further research. We will also contact you if we need to make more than 10 copies. You may mail the \$10.00 payment to the address listed above with **attn: Reference Department** on the front of the envelope.

Use the form below to specify the exact information you would like to obtain. Please do not request ALL information about a certain person, family or event. Requests for “anything” and “everything” are too broad for our staff to handle.

Because of limited staff time, extensive searches may take longer to complete. Some searches may take weeks of research; however, you may contact us to inquire about the status of the search.

If you would like more detailed research, you may contact the Holmes County Genealogical Society ,PO Box 136 Millers-burg, OH 44654 (330) 378-2314 or visit the following site for a list of Ohio researchers:

www.ohiohistory.org/resource/archlib/resrchrs.html

If we do not hear from you within 30 days, we will assume that you do not want us to proceed.

Thank you for your interest in Holmes County Genealogy. Feel free to contact us with any questions about our research policies.

Research Request (Please return this portion of the form with your payment)

Full Name (individual documented by the record) _____

Time Period _____

Type of record requested _____

Additional Information (please provide as much detail as possible) _____

Your name/address/phone/e-mail _____
