



LIBRARY REFERENCE SERVICES
Request for Information from Published Materials

Payment of the nonrefundable service fee and a completed cover sheet are required with the request.
Payment can be made with a credit card (mail or fax) or by enclosing a check (mailed) with printed forms.

Newspaper Obituary or Marriage Notice

One name or married couple per request | **\$10.00 each**

Name(s): _____

Exact date of event: _____

Date published: _____

Title of newspaper: _____

Location of marriage or death: _____

Newspaper or Magazine Article

1–20 pages. Additional pages (10 maximum) will be billed at .50 per page. | **\$10.00 each**

Subject or title: _____

Title of newspaper / magazine: _____

Volume / date: _____

Section / pages(s) if known: _____

Book or Government Document

1–20 pages. Pages known, in one source, per request—Additional pages (10 maximum) will be billed at .50 per page. | **\$10.00 each**

Title: _____

Author: _____

Call number / Su Doc number: _____

Volume / section / page numbers: _____

Additional information: _____



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Cover Sheet

Please fill out the form below and submit with all reference requests.

Limit of 3 requests per person per month. One cover sheet can accompany multiple requests.

Please call Library Reference Services at 804.692.3777 if you have questions about your order.

Please allow 2–4 weeks from the time of payment for receipt of the copy.

Date: _____

First and Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

E-mail Address: _____

Mail to: Library of Virginia or FAX to: 804.692.3556
Reference Services
800 East Broad Street
Richmond, VA 23219-8000

It is not recommended that credit card information be faxed without first calling 804.692.3777.

Total Number of Requests: _____ Total Amount: _____

Make checks payable to Library of Virginia.

Credit Card: VISA MASTERCARD

Name on Card: _____

Number: _____ Expiration Date: _____ Security Code: _____

Signature: _____