

The New Jersey Room

472 Jersey Avenue, Jersey City, NJ 07302
201-547-4503 FAX 201-521-1669

Research Services (effective April 15, 2003)

The NJ Room offers a great deal of material covering a wide range of areas related to city, county, and state history. Staff can accommodate a quick look-up – requiring only a few moments – free of charge. If, however, your research requires a more in-depth look by the staff or the use of microfilm, again, by the staff, and you are unable to perform the research yourself, the NJ Room staff can conduct the research for you.

Fees for Research:

Obituary: \$ 5 (includes postage)

All Other Research:

\$40 per hour charged in ¼ hour increments with \$10 for a 15 minute minimum search. Fee will include 5 photocopied pages. Any additional pages will be billed at \$.25 a page.

Postage and handling for hourly-billed research as follows:

\$ 3 - 1-25 copies

\$ 5 - over 25 copies

To facilitate your research, please be as specific as possible and include any details that may seem unimportant but may actually be the key to a quick resolution.

(Please Note: We cannot guarantee that your information will be found, but the Library will still charge for time invested.)

Bill to (Please Print):

Name:

Date: _____

Telephone: _____

Address: _____ E-Mail: _____

Specific research goal (use reverse, if needed): _____

Adopted by the Board of Trustees on March 11, 2003

Research Service Fees: Hourly charge: _____	for _____ hour(s)
Additional copy fees: _____	(Maximum: 3 hours)
Postage/Handling: _____	
To be filled out by NJ Room	TOTAL: _____