



**Silver Falls Library District**  
**410 South Water St., Silverton, OR 97381**  
**503-873-8796**  
**[www.silverfallslibrary.org](http://www.silverfallslibrary.org)**

### **Local History Request Form**

The Silver Falls Library staff strives to provide excellent reference service to all patrons living inside our immediate service district and to those visiting our premises. We are happy to extend reference service to those living outside this area under the following conditions:

Questions will be answered as time and staffing limits permit. Responses are normally sent within two to three weeks.

Only reference questions requiring less than 20 minutes of staff time will be answered. More in-depth research inquiries cannot be handled by our staff at this time.

Obituary/ family announcement requests must be for a specific date (month, day, and year). Please note that microfilm copies are not always the best. We will send the clearest copy we can.

Family history requests should be as specific as possible, and involve only one to two people at a time. 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. Our local paper, The Silverton Appeal-Tribune is not indexed, so specific dates are a must.

The following fees apply:

A \$5.00 service fee for every 1-2 requests. This fee covers up to 10 photo/microfilm copies. Additional pages will be \$.25 each.

Note: Inquiries about a particular event, or specific information regarding one person, is equal to one request.

Responses are normally sent via the U.S. Postal service or email. Faxing the information can be done upon request for an additional \$5.00 charge per 10 pages.

Research requests must be **PREPAID** with a check or money order payable to the *Silver Falls Library*. PLEASE DO NOT SEND CASH.

**Call the Reference Desk at 503-873-8796 if you have any questions.**

## Research Request Form

### Your Contact Information

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

Your email address: \_\_\_\_\_

Your street address: \_\_\_\_\_

Your city, state and zip code: \_\_\_\_\_

How do you want the requested information sent to you?

U.S. Post

PDF email attachment

FAX (\$5.00 fee)

### Requested Information

**\*We only search *The Silverton Appeal-Tribune* newspaper microfilm and/or other Silverton materials.**

Full Name (individual documented by the record): \_\_\_\_\_

Time Period (be as specific as possible): \_\_\_\_\_

Type of Record Requested:

Birth Announcement

Marriage Announcement

Obituary

Other: \_\_\_\_\_

Additional Information (please provide as much detail as possible) \_\_\_\_\_

\_\_\_\_\_

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Return this form with your payment to:

**Silver Falls Library  
Reference Department  
410 South Water St.  
Silverton, OR 97381**