



Central Library  
of Rochester  
& Monroe County  
*www.libraryweb.org*

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## Local History and Genealogy Division

115 South Avenue ♦ Rochester, New York 14604 ♦ (585) 428-8370

### Request for Materials

**Date:** \_\_\_\_\_

**Name** (please print): \_\_\_\_\_

**Material requested:** (You may request multiple boxes/items from a single collection on one form. Please fill out a separate form for each collection.)

**Collection:** \_\_\_\_\_

**Box(es)/Item(s):** \_\_\_\_\_

**Please describe the subject, scope, and purpose of research:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I intend my research to result in** (article, book, course paper, thesis, conference presentation, etc.):

\_\_\_\_\_

**\*Patron signature** \_\_\_\_\_

\*\*\*\*\*

**Staff only:**

Location of material (include shelf #): \_\_\_\_\_

Condition notes: \_\_\_\_\_

\_\_\_\_\_

Condition same upon return?    Y    N    Explain: \_\_\_\_\_

\_\_\_\_\_

Staff initials: \_\_\_\_\_

Hold placed?    N    Y    Until: \_\_\_\_\_