



100 Albany Street, Cazenovia, NY 13035  
315.655.9322 · cazenoviapubliclibrary.org

### Archive Information Request Form

The Cazenovia Public Library's Archive is home to assorted local history documents, including brochures, booklets, books, old phone books and yearbooks. A microfilm projector is also available to view copies of the *Cazenovia Republican*. The archives are open to the public Monday - Friday 9 a.m. – 9 p.m. If you are unable to visit, please fill out the below form and email/mail it to the library and a staff member will look into your request. Please be aware that requests may take some time to be answered.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

I. What information are you searching for (obituary, general information, newspaper article etc.): \_\_\_\_\_

\_\_\_\_\_

II. What information do you already know? Please provide key names, dates, locations etc. to aid researchers in compiling the correct information:

A) Key names:

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

B) Key dates:

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

C) Key locations:

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

III. Is there any other useful information that may help to locate information in the archives (Note: Our archives are not digitalized and therefore any information that may aid the search will be helpful) \_\_\_\_\_

\_\_\_\_\_

IV. Is there a date that you need this information by? N/Y If Yes what date: \_\_\_\_\_

Please note that requests are researched as they are received. Requests with attached deadlines are given priority. Thank you for your interest in Cazenovia and its history. We look forward to helping you with your search.