

Raleigh County Public Library  
West Virginia Local History Research Request Form  
**(Please Print)**

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

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

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Please print clearly - Thank you!

The Library's research services include obituary, Beckley newspaper archives (both on-line and microfilm), and the Beckley Polk City Directory. Our Reference section has an extensive state history collection in print. If you live in or near the Beckley area, please visit the Beckley Branch at 221 North Kanawha Street to conduct your research; we will be happy to assist you. For Genealogy research requests, click on our [Genealogy Research](#) link.

**We now charge fees.** If you ask us to do your research, the cost of each request is \$2. Each obituary or newspaper article counts as a request. Each City Directory volume searched is a request. An additional charge of \$.20 per copy plus postage or fax cost is added if needed.

**Obituary Search** – We must know the name and date of death (month, day and year) before we can begin an obituary search. Searches are limited to 4 requests.

**Beckley Polk City Directory Search** – Oldest publication is 1921, newest 2010. However, some volumes are missing.

**Newspaper Article Search** – We have microfilm of the Beckley newspapers dating back to 1907. On-line newspaper archives can be accessed through the Library's website. For an article search, you *must* provide at least the month and year and some indication of the article's subject. **WARNING:** Newspaper photos often appear darker on microfilm.

**Additional Searches** – If a full citation (month and year for articles; month, day and year for obituaries) is not given for one of the above searches and we are required to do further research to locate the citation, an additional cost of \$10 will be added to your fee.

*Please Circle one:* Obituary / City Directory / Newspaper article

Relevant information: \_\_\_\_\_

\_\_\_\_\_

- Print and fill out this form. Mail it to Raleigh County Public Library, Reference Department, 221 North Kanawha Street, Beckley WV 25801. Or scan and email to [referen@raleigh.lib.wv.us](mailto:referen@raleigh.lib.wv.us).
- *Include a check or money order with your request* payable to: Raleigh County Public Library. OR *Credit card* payments can be taken by phone.
- If the search does not locate the requested information using the information you have provided, the fee will **not** be refunded.
- Requests that fall outside the scope of this service or include insufficient funds will **not** be refunded.
- Questions? Contact [referen@raleigh.lib.wv.us](mailto:referen@raleigh.lib.wv.us) or 304-255-0511, ext. 2.

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The Beckley Library has an extensive reference state history collection in print. Some of our collection includes state county information, coal history, West Virginia Blue Books, Beckley Polk City Directories (1921-2010, incomplete), select family genealogies, general history information on surrounding states, and microfilm of the local newspaper dating back to 1907. Online sources include Ancestry Library Edition (accessible from within the Library) and newspaper archives. If you live in or near the Beckley area, please visit the Beckley Branch at 221 North Kanawha Street to conduct your own research; we will be happy to assist you. For individual Obituary or Newspaper article requests, click on our [WV Local History Research Request](#) link.

**We now charge fees.** If you ask us to do research involving state history or family lineage, there is a fee. Our efforts will be limited to 2 hours of research at \$5 per 30 minutes. An additional charge of \$.20 per copy plus postage or fax cost is added if needed. Library staff will not compile family trees, determine parentage or locate missing persons.

*Please describe* what you want us to search for in detail. Please include complete names, pertinent dates, and any other relevant information. *Print clearly.*

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