

Research Requests for Non-Cardholders

Initial Fee

For all research requests from non-cardholders, we require an initial payment of \$15 for the first half hour of research.

Many simple research requests (such as an obituary search of the local newspaper if the patron can provide a death date) can be filled within this time frame.

Payable in advance, this fee covers staff research time. It cannot be refunded in the event that the library's resources do not yield the information the patron was looking for.

Subsequent Fees

For requests that are more complex or time consuming, this initial half hour allows us to conduct a preliminary search to assess whether we have relevant information on your topic and how long it will likely take to compile.

In such cases, we will provide whatever results we were able to compile within the first half hour, along with an estimate of how much time would be required to complete the request.

At this point, those who decide to request additional research will be charged \$55 per hour, payable in advance, in one-hour increments.

Paying by Credit Card

To expedite payments for the initial fee and any subsequent hourly fees, we accept credit cards over the phone. Please call us at 207-513-3135. There is a \$1 fee for charges under \$40 or a 2.5% fee over for charges over \$40. We do not currently accept credit cards online.

Paying by Check

Please send your check, made payable to Lewiston Public Library, along with this form to:

Adult Services Department
Lewiston Public Library
200 Lisbon Street
Lewiston, Maine 04240

Include this form for mailed requests:

If you would like us to send your results to you as a digital file via email, please provide your email address; otherwise, please write in the mailing address where you'd like us to mail your photocopies/prints:

Please provide a telephone number in case we have any follow-up questions:

Please provide any relevant information you may have about what you are looking for: