Document Retrieval Form

Please complete this form and mail it with your research fee to:
The Berks History Center
Attn: Henry Janssen Library
940 Centre Avenue
Reading, PA 19601

Name ____________________________________________________________

Address __________________________________________________________

City __________________________ State ______ Zip Code ________________

Telephone __________________________ Email __________________________

Fee Enclosed: $8.00 Document Retrieval □ $15.00 Document Retrieval

$8.00 for church, cemetery and Historical Review Lookups, Oath of Allegiance
$8.00 for all other files up to 10 pages, additional pages $0.50 per page (covers anything up to an 11” x 17”) for items that are inventoried
$15.00 for all other files up to 10 pages, additional pages $0.50 per page (up to 11” x 17”) for items that have not been inventoried.
Items that are larger than 11” x 17” are covered under the Digital Images Section. We only have the ability to scan up to 18” x 24”. Anything larger than 18” x 24” cannot and will not be reproduced.

Please indicate in the space below (and back if needed) what information you are seeking. Please include the Collection Reference (i.e. LC 21, AC 105, GA M 01), Box Number, Folder Number and Item Number (if indicated). PLEASE NOTE: We cannot reproduce entire collections for research.

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